



United States Bankruptcy Court Western District of Tennessee Notice of Position Vacancy

Position Title: Clerk of Court
Starting Salary: Up to \$199,275 (JSP 17)
Closing Date: Open until filled

Position Number: 26-04

General Information

The United States Bankruptcy Court for the Western District of Tennessee is accepting applications for the full-time position of Clerk of Court. The Office of the Clerk includes a headquarters office in Memphis, Tennessee and one divisional office in Jackson, Tennessee. As the Court Unit Executive of the Clerk's Office, the incumbent is responsible for managing the operational and administrative duties of the office and ensures its compliance with statutory requirements.

Representative Duties

- Consult with the Chief Judge regarding court administration, policy and procedures;
- Foster a culture of cooperation, continuous learning and excellent customer service;
- Support 11 staff and supervise and direct a staff of 28 responsible for accounting, budgeting, case administration, human resources, facilities, procurement, and information technology;
- Promote and maintain the integrity of official records in the custody of the court;
- Maintain and satisfy internal control procedures and external audit requirements;
- Work with members of the Bar, and the public to improve the delivery of court services and processes;
- Hire, assign, and train personnel efficiently and effectively;
- Prepare statistical studies and reports for the court, the 6th Circuit, the Administrative Office of the U.S. Courts, and the Judicial Conference of the United States;
- Lead strategic planning for an environment of limited and decreasing resources;
- Analyze and make recommendations on statutes, local rules, and procedures affecting court operations;
- Serve as a liaison to the Administrative Office of the U.S. Courts, the Federal Judicial Center, other court units, the Office of the U.S. Trustee, the General Services Administration, and various bar associations;
- Manage the Employment Dispute Resolution Plan (EDR);
- Administer and maintain a comprehensive emergency preparedness plan;
- Perform other related duties that the court may require.

Qualification Requirements:

This position requires a minimum of 10 years of progressively responsible administrative experience in public service or business that provided a thorough understanding of organizational, procedural, and human aspects in managing an organization. At least three of the 10 years of experience must have been in a position of substantial management responsibility overseeing more than five employees. Such experience should include operational knowledge of the courts, financial management, budget and staffing planning and projections, space and facilities management, human resources management, oversight of information technology, and long- and short-range planning.

A bachelor's degree from a college or university of recognized standing is required. Preference may be given to candidates whose education is in government, public, business, or judicial administration. A master's degree in

Public Administration (MPA) or Business Administration (MBA) or a Juris Doctor (J.D.) degree from an accredited law school is preferred.

Preference will be given to candidates with knowledge of bankruptcy case administration and/or bankruptcy court experience. Knowledge of office automation, including automated case management systems and a working knowledge of the Federal Rules of Bankruptcy Procedure and the Court's Local Rules, is preferred.

The successful candidate will have excellent analytical skills, good judgment, and solid problem-solving experience. Proven leadership talent is expected, along with outstanding oral and written expression. The new Clerk must also be able to foster strong, effective working relationships. The court fosters a culture of high performance and continuous improvement, and the Clerk must maintain a professional demeanor at all times.

Benefits

A summary of the federal benefits can be found at <https://www.uscourts.gov/careers/benefits>.

Information for Applicants

- Employees of the United States Bankruptcy Court serve under “Excepted Appointment” and are considered “At Will” employees.
- The selected candidate must provide proof of U.S. citizenship or eligibility to work in the United States.
- The Federal Financial Reform Act requires direct deposit of federal wages for court employees.
- The selected candidate must undergo a comprehensive background check as a condition of employment.
- Only the best qualified candidates will be considered/contacted for this position. Applicants selected for interviews must travel at their own expense. Relocation expenses will not be reimbursed. A videoconference interview may be possible for out-of-state applicants who are not able to travel.
- The Court reserves the right to modify the conditions within or to withdraw the job announcement.

Procedures for Applying

To be considered for this position, please submit the complete application packet as outlined.

- Cover letter and resumé (include position number)
- Three professional references. The applicant consents to those references being contacted by the court.
- A complete [AO78](#) Judicial Application for Employment
- Clerk of Court Application Questionnaire – the questionnaire is available at www.tnwb.uscourts.gov, Job Opportunities, Clerk of Court Application Questionnaire.

Documents may be submitted in PDF format only (single file) to Abby_Little@tnwb.uscourts.gov ; or by mail to: U.S. Bankruptcy Court, ATTN: Abby Little, 26-04, 111 S. Highland, Ste. 324, Jackson TN 38301. Please mark envelopes “Confidential.”