

VACANCY ANNOUNCEMENT # 2013-01

POSITION: Chief Deputy Clerk (Type II)
LOCATION: Philadelphia, Pennsylvania
SALARY RANGE: JSP 14-16 (\$103,152 - \$165,300)
OPENING DATE: July 15, 2013
CLOSING DATE: August 16, 2013



POSITION OVERVIEW:

The United States Bankruptcy Court for the Eastern District of Pennsylvania is accepting applications for the position of Chief Deputy Clerk. The Chief Deputy Clerk is a senior level management position that reports directly to the Clerk of Court. Under direction of the Clerk of Court, the Chief Deputy Clerk is responsible for the managing, planning, supervision and administration of the Clerk's Office and acts as the Clerk of Court in his absence. Among other duties, the Chief Deputy Clerk is principally responsible for effectively managing the following court support services: automation, case administration, courtroom services, intake, records management, training, statistical reporting, quality control, finance and budget management, procurement, space and facilities and human resources management. The Chief Deputy Clerk analyzes the quality and quantity of work, recommends corrective actions, consults and makes recommendations to the Clerk of Court on various management matters. The Chief Deputy Clerk also assists the Clerk of Court with the development, implementation and refinement of procedures to enhance the productivity and effectiveness of the Clerk's Office; application of the Guide to Judiciary Policy; organizational and strategic planning; application of the Bankruptcy Code, Federal Rules of Bankruptcy Procedure, and Local Rules of the court; and preparation of special studies and narrative reports. Occasional travel within the district may be required.

QUALIFICATIONS/SALARY:

Minimum Requirements: Applicants for Chief Deputy Clerk must have a minimum of six years progressively responsible experience in administrative, supervisory, managerial, or professional work in public service or business that provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies and theories of management. At least three of the six years of experience must have been in a position with substantial management responsibility. Current federal employees must meet performance and time-in-grade requirements for promotion to the highest potential grade. Starting salary will be commensurate with experience, education and qualifications. A bachelor's degree from an accredited college or university in a related field is preferred, but job specific, relevant, and prolonged experience maybe substituted.

General Experience: Progressively responsible administrative, professional, supervisory, technical or other responsible work is required which provided an opportunity to gain a general knowledge of management practices, administrative processes and experience in the use of technology in the workplace.

Specialized Experience: Familiarity of the federal court system and specifically bankruptcy administration is preferred. A working knowledge of the federal judiciary's case management, electronic filing and calendaring applications as well as familiarity with legal terminology, court procedures and the Federal and Local Rules of Bankruptcy procedure is preferred. Candidates must demonstrate the leadership, analytical, and interpersonal skills necessary to successfully manage a challenging work environment.

Professional Characteristics: The incumbent must possess skill in dealing with others in professional work relationships, tact in handling workplace and employee relations issues as well as a high degree of integrity. The incumbent must also possess exceptional leadership skills and be a proven problem solver. The ability to effectively communicate both orally and in writing and to exercise sound judgment at all times is essential.

INFORMATION FOR APPLICANTS:

The United States Bankruptcy Court is part of the judicial branch of the United States government. Court employees are considered "at will" and can be terminated with or without cause by the court. The candidate chosen will be required to successfully pass a 10-year background investigation and FBI fingerprint check. The court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, at any time without prior written or other notice. Applicants must be United States citizens or eligible to work in the United States. The court requires adherence to the code of conduct for judicial employees. Electronic Fund Transfer of pay is mandatory. Relocation assistance is not available. Applicants selected for an interview must travel at their own expense. Incomplete applications will not be considered. Only those applicants selected for an interview will be contacted.

APPLICATION REQUIREMENTS:

Qualified persons are invited to submit the following:

- A narrative cover letter, not to exceed two pages, describing how the applicant's experience matches the needs of the court; and

- A detailed resume that includes dates of employment, specialized experience, functions managed, number and composition of personnel supervised, education and salary history, and three professional references.

Submit application materials via mail to:

United States Bankruptcy Court
Attn: Clerk of Court
Confidential Announcement #2013-1
900 Market Street, Suite 400
Philadelphia, Pennsylvania 19107-4299

" " or

Via e-mail with a subject line of "Confidential -Announcement #2013-1" to:
Chief_Deputy_Vacancy@paeb.uscourts.gov

Documents sent via e-mail should be in Adobe Acrobat (pdf), Word or WordPerfect format

The Eastern District of Pennsylvania Bankruptcy Court is an Equal Opportunity Employer