



**Eastern District of Pennsylvania  
United States Bankruptcy Court  
Philadelphia, Pennsylvania**

**VACANCY ANNOUNCEMENT #25-05  
CLERK OF COURT**

**Position:** Clerk of Court for the Eastern District of Pennsylvania Bankruptcy Court  
**Salary Range:** JSP 16 /1 (\$189,303) to JSP 17/10 (\$207,500)  
(Salary offer will be based on qualifications and experience)  
**Opening Date:** June 17, 2025  
**Closing Date:** Open Until Filled - Priority to applications received by July 7, 2025  
**Anticipated Start Date:** September 8, 2025

**POSITION OVERVIEW:**

United States Bankruptcy Court for the Eastern District of Pennsylvania is accepting applications for the Clerk of Court. The Office of the Clerk is headquartered in Philadelphia, Pennsylvania and has a divisional office located in Reading, Pennsylvania. There are currently 24 staff members in the Clerk's Office supporting 3 bankruptcy judges and their chambers staff.

The Clerk of Court is appointed by the Judges of the Bankruptcy Court under the provisions of 28 U.S.C. §156(b). This is an executive level position which operates under the direction of the Chief Bankruptcy Judge in coordination with the Board of Judges. The Clerk of Court is responsible for overseeing the performance of the statutory duties of the office and for managing the administrative activities of the Clerk's Office.

**REPRESENTATIVE DUTIES:**

- Consulting with the judges on court policies and procedures, and making recommendations as needed.
- Preparing and managing the court's annual budget, which includes budgetary and staffing projections.
- Understanding and implementing statutes, rules, and procedures affecting court operations.
- Overseeing the fulfillment of the court's clerical responsibilities including maintaining an accurate docket, issuing appropriate and timely notices, and customer service.
- Safeguarding the integrity of official records in the custody of the court.
- Supervising and directing non-chambers staff.
- Maintaining and satisfying internal control procedures and external audit requirements.
- Working with the judges, bar, and public to improve the delivery of court services.
- Interacting with governmental agencies on matters relevant to court business.
- Hiring, assigning, and training of personnel efficiently and effectively.
- Fostering a culture that values and delivers good customer service.
- Developing and administering comprehensive emergency preparedness plans.
- Preparing statistical studies and administrative reports for the court, the circuit, the Administrative Office of the U.S. Courts, and the Judicial Conference of the United States.
- Working with managers to plan and oversee systems and technology, inventory control, space and facilities, human resources management, procurement, financial management, and statistical analysis and reporting.

- Serving 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 U.S. Marshals Service, the General Services Administration, and various bar associations.
- Managing the Employment Dispute Resolution Plan.
- Performing other related duties that the court may require.

### **QUALIFICATIONS:**

To qualify for this position the candidate must have a minimum of ten years relevant experience in public service or business. Their background should provide a thorough understanding of administrative and human aspects of managing an organization. At least three of the ten years of experience should have been in a management or supervisory role, preferably within a court setting. Preference will be given to candidates with bankruptcy knowledge and/or bankruptcy court experience.

A bachelor's degree from a college or university of recognized standing is required. Preference may be given to candidates whose education and/or work experience is in government, public, business, or judicial administration. Knowledge of office automation, including automated case management systems and a working knowledge of the Federal Rules of Bankruptcy Procedure and the local rules is preferred.

The successful candidate will be an ethical leader who can clearly describe his or her leadership style, vision, and professional values, have excellent analytical skills, good judgment, and solid problem-solving experience. Proven leadership talent is expected, along with outstanding oral and written expression. The Clerk must also have the ability to foster strong and effective working relationships both internally and externally.

### **CONDITIONS OF EMPLOYMENT:**

- Applicant must be United States citizens or eligible to work in the United States.
- Employees are required to adhere to a Code of Ethics and Conduct for Judicial Employees, which is available to applicants for review upon request.
- The selected candidate will be subject to a background check as a condition of employment with investigation every five years. Employment will be considered provisional until the background check is completed.
- Employees of the United States Bankruptcy Court are Excepted Service Appointments. Excepted Service Appointments are at-will and can be terminated with or without cause by the court.
- Ability to work during non-business hours as required to complete urgent projects or prevent disruption to court proceedings or special events.
- Ability to travel routinely to the divisional office located in Reading, Pennsylvania.
- Ability to travel when required for training and/or court functions.
- The work in this position is primarily performed in an office setting.

### **BENEFITS:**

Court employees are considered at-will and are not covered by federal civil service rules. They are, however, entitled to the same benefits as other federal employees. These include:

- 13 days paid vacation for the first 3 years employment, 20 days after 3 years, 26 days after 15 years;
- 13 days paid sick leave per year;
- 11 paid holidays per year;

- Medical, dental, and vision insurance;
- Federal Employees' Group Life Insurance;
- Federal Employees Dental and Vision Insurance Program;
- Federal Employees Retirement System;
- Tax-deferred and Roth retirement savings and investment plan under the Thrift Savings Plan;
- Long-Term Care Insurance Program;
- Flexible Spending Program;
- Virtual Learning, including the Judicial Online University;
- Public Service Loan Forgiveness Program

Please visit: <http://www.uscourts.gov/careers/benefits> for additional information on benefits.

### **APPLICATION PROCEDURES:**

To apply, please submit the following in a single PDF document to [Clerk\\_Application@paeb.uscourts.gov](mailto:Clerk_Application@paeb.uscourts.gov) with subject line "Clerk of Court Application" and your name:

- 1) Cover letter outlining the applicant's leadership style, vision, and professional values.
- 2) Resume detailing all relevant experience, education and skills.
- 3) Completed [Form AO 78 Application for Judicial Branch Federal Employment](#).

If your application packet does not include all information requested, you may lose consideration for this position. Only applicants selected to proceed to the next phase of the selection process will be notified. Unsuccessful applicants will not receive notice. Applicants selected for interviews must travel at their own expense. Reimbursement for travel and/or relocation is not available. The Eastern District of Pennsylvania U.S. Bankruptcy Court reserves the right to modify the conditions of this job announcement or withdraw the job announcement without prior written notice to applicants.

**Eastern District of Pennsylvania Bankruptcy Court is an Equal Employment Opportunity Employer**