



## UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF PENNSYLVANIA

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### Vacancy Announcement #19-01

**Position Title:** Deputy In Charge

**Location:** Reading, Pennsylvania

**Salary Range:** CL 28 - CL 29 (\$64,627 - \$124,913) depending on qualifications, experience, and education)

**Closing Date:** May 10, 2019

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The Clerk's Office of the United States Bankruptcy Court for the Eastern District of Pennsylvania is seeking qualified applicants for the Deputy in Charge position at the divisional office in Reading, PA.

**Position Overview:** The Deputy in Charge, who reports to the Clerk of Court and Chief Deputy Clerk, performs managerial work related to a full range of court operations and administrative activities. The incumbent is the highest ranking employee at the divisional office and is the local manager over multiple areas of court operations.

**Representative Duties:** The Deputy in Charge is responsible for administrative operations in the Reading Division, including supervision and oversight of Clerk's Office staff, records management, accountable property, facilities management, case administration, finance, courtroom services, and other duties as assigned. The incumbent is the local point of contact on administrative matters for the bankruptcy judge at the Reading Division and works closely with the Clerk, Chief Deputy, and other staff to identify and implement internal practices and procedures to manage the work of the Clerk's Office.

**Personal Characteristics:** Applicants must have strong leadership qualities, integrity, excellent communication skills, organizational management abilities, and demonstrated capability in conflict resolution. Applicants must possess good judgement, maintain confidentiality, have a professional demeanor at all times, and be able to adapt and lead in a changing environment. The ideal candidate would have experience in personnel development, staff motivation, and all aspects of court services. The Deputy in Charge interacts with the public, the bar, judicial officers, court employees and is familiar with court governance policies.

**Qualifications:** A bachelor's degree from an accredited college or university in a related field is preferred, but relevant and prolonged specific job experience maybe substituted. A minimum of at least five years of progressively responsible experience in administrative, supervisory, professional, or technical work that demonstrates a practical knowledge of managerial principles, policies and procedures is required.

**How to Apply:**

Applicants who currently work for the Eastern District of Pennsylvania Bankruptcy Court, please see the Employee Manual sections 3.1, 3.2 and Appendix F for information on the internal application process and forward your application to the Personnel Specialist within the required time period.

All other applicants please email your resume, salary history and cover letter in pdf format by 4:00 p.m., Eastern Time, on May 10, 2019, to:

PAEB\_HR@paeb.uscourts.gov

The court will only communicate with those applicants invited for an interview and reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or commence interviews immediately, any of which actions may occur without prior written or other notice.

The United States Bankruptcy Court for the Eastern District of Pennsylvania is an Equal Employment Opportunity Employer.