



**UNITED STATES BANKRUPTCY COURT
CENTRAL DISTRICT OF ILLINOIS
OFFICE OF THE CLERK OF COURT**

VACANCY ANNOUNCEMENT #2012-03

Position: Chief Deputy Clerk (Type II)
Proposed Start Date: April 9, 2012
Salary Range: \$96,960 - \$133,389 (JSP 14-16) (Commensurate with Qualifications)
Location: Springfield, Illinois
Posting Date: 2/15/2012 - 3/9/2012

The United States Bankruptcy Court for the Central District of Illinois is currently accepting applications for a full-time, permanent Chief Deputy Clerk. The Court is composed of 4 Judges, 7 Chambers staff and a Clerk's Office staff of 31, with the headquarters office located in Springfield and divisional offices located in Danville and Peoria. The Office of the Clerk offers an opportunity for self-motivated individuals with excellent management, interpersonal, automation, and analytical skills with a strong work ethic to launch or continue a career in public service.

Position Overview:

The Chief Deputy is the senior-level manager of the Clerk's Office and reports directly to the Clerk of Court. In the absence of the Clerk, the Chief Deputy Clerk assumes the functions and responsibilities of the Clerk. The Chief Deputy shares the responsibility for the supervision and management of the daily operation of the Clerk's Office. Areas of management include, but are not limited to office operations, courtroom services, case management, statistical analysis and reporting, space and facilities, human resources, training, financial activities, procurement, property management, records maintenance, and information technology. Policy interpretation and application are fundamental elements of this position, as is project management. The incumbent acts for the Clerk of Court in her absence.

The Chief Deputy also supports and assists the Clerk of Court with the formulation, implementation, monitoring, and modification of organizational policy, internal controls, related court rules and long range strategic planning.

The Chief Deputy travels periodically within the district to divisional offices in Danville and Peoria and throughout the 7th Circuit and United States to attend training sessions and conferences.

The Bankruptcy Court for the Central District

The Office of the Clerk for the Central District of Illinois offers several distinct advantages:

- A collegial bench that fully supports the mission of the Office of the Clerk;
- An experienced, professional, and highly productive workforce already in place with a strong commitment to excellence in support to the Court and its constituents and stakeholders;
- A stable, fully matured Clerk's Office that emphasizes mission accomplishment, quality of work product, individual and team accountability, and ensuring a positive work environment.

Qualifications and Experience:

Qualified candidates must have a performance history that demonstrates proven skills in management practices and administrative processes. All applicants should have a minimum of six (6) years of progressively responsible experience in court management and administration in which they have gained a thorough understanding of judicial organizations including automated case records management and information technology. At least three (3) of the six (6) years must have been in a position of management responsibility. Strong leadership and organizational skills in prioritizing, problem solving, and conflict resolution are required. Candidates must have solid oral and written communication skills and computer proficiency; knowledge of sound financial controls and policies; ability to exercise mature judgment; high ethical standards; ability to adapt and lead in a changing work environment and balance the demands of varying workload responsibilities and deadlines. Knowledge of legal terminology and procedures is required.

The successful candidate must have a Bachelor's degree in a related field from an accredited college or university.

Court Preferred Skills and Desirable Characteristics:

The ideal applicants will possess a high degree of integrity, excellent interpersonal skills, and a high degree of personal adaptability. A thorough understanding of the operational processes of the Federal Judiciary; possess strong human relations skills, and the ability to exercise sound judgment in making decisions on controversial and potentially sensitive work issues are desirable. The successful candidate must also possess excellent leadership skills, demonstrate strong organizational, prioritizing and problem-solving skills, and have excellent written and oral communication skills as well as a professional demeanor. A working knowledge of Bankruptcy Code and Rules is preferred. A Master's degree in public, business, or court administration is preferred. Prior high level experience in any type of court administration, such as U.S. District, Bankruptcy, Appellate Court, or State Court is preferred. Extensive and robust experience in applying high tech solutions to operational challenges.

Conditions of Employment:

All application information is subject to verification. The position of Chief Deputy Clerk is considered an "Executive High-Sensitive" position. Employment will be considered provisional pending successful completion by the selected applicant of an initial Office of Personnel Management (OPM) Single Scope Background Investigation (SSBI). Periodic updates thereafter are required every five years for the Chief Deputy Clerk who has undergone an OPM SSBI under this policy. Judiciary employees are required to adhere to the Code of Conduct for Judicial Employees available at

<http://www.uscourts.gov/library/conduct.html>. Applicants must be citizens of the United States of America or be eligible to work in the United States.

Employees of the United States Courts serve under “Excepted Appointments” and are considered “at-will” employees. This position is subject to mandatory participation in electric funds transfer (EFT) for payroll deposit.

Benefits:

- 10 paid holidays per year
- 13-26 paid vacation days (depending on length of federal service) /13 paid sick days per year
- Optional enrollment in federal health, dental, and vision insurance
- Optional enrollment in a federal employees group life insurance
- Optional enrollment in a group long term disability insurance program
- Optional enrollment in a flexible spending program for child/dependent care and medical expenses
- Participation in Federal Employees Retirement System
- Thrift Savings Plan (401k) with government matching contributions

Application Process:

Qualified candidates should submit an AO78 (Standard Application Form) available on-line at www.ilcb.uscourts.gov, a cover letter, a detailed resume of education and employment, including management experience, functions managed, the number and composition of personnel supervised, copies of two recent performance evaluations, college transcripts, and the answers to the following questions:

1. Describe your operational experience as it relates to managing workloads in an environment of limited/declining staffing resources. Be sure to describe your influence and accountability.
2. Describe a major project you have managed and its impact on the organization.
3. Describe your most challenging experience in the area of human resource management you have had relating to personnel issues and how you resolved the situation.
4. Describe your knowledge and experience as it relates to the management and support of Information Technology systems and projects.

Incomplete application materials will not be considered.

All application materials should be sent in an envelope marked “Confidential” to:

U.S. Bankruptcy Court
Attn: Human Resources - announcement #2012-03
226 U.S. Courthouse
600 E. Monroe Street
Springfield, IL 62701

Only qualified applicants will be considered for this position. If selected for an interview, participation in the interview process in Springfield, Illinois will be at the candidate's own expense. Relocation expenses will not be reimbursed. Management may close this announcement at any time and reserves the right to amend the condition of this vacancy announcement without prior written or other notice. It is therefore recommended that applications be submitted as soon as possible. Due to the expected high volume of applicants for this position, the court will only communicate with those qualified applicants who are selected to interview.

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER