

United States Bankruptcy Court Western District of Texas



WWW.TXWB.USCOURTS.GOV

POSITION INFORMATION

Job Grade: CL30/CL31

Salary Range: \$77,347-\$147,887

HOW TO APPLY

Submit a current resume with salary history, a letter of interest and a narrative which provides detailed information regarding your experience with CM/ECF and the most significant contribution you have made in that area. Additionally, include an example of a challenging operational issue that you have encountered within the past two years and describe how you dealt with or resolved it to:

Patty Nelson, HR Manager
USBC
615 E. Houston, Suite 546
San Antonio, Texas 78205

Or send pdf to
Patty_Nelson@txwb.uscourts.gov

Resumes must be received by
Friday, February 24, 2012.

BENEFITS:

- Paid holidays
- Annual leave/Sick leave
- Federal Employee Retirement System
- Optional participation:
 - Thrift Savings Plan
 - Federal Employees' Health Benefits
 - Dental & Vision Program
 - Health Care Reimbursement Program/Dependent Care Reimbursement Program
 - Group Life Insurance
 - Flexible Benefits Program

Vacancy Announcement Operations Manager

The U.S. Bankruptcy Court for the Western District of Texas is seeking qualified candidates for Operations Manager. The clerk's office has 55 employees in five offices which include Austin, El Paso, Midland, San Antonio and Waco. The clerk's office serves four Judicial Officers and their staff.

The Operations Manager performs professional and managerial work related to supervision and oversight of operations. The incumbent supervises four deputies in charge and two trainers. This position is part of the Sr. Management staff and operates under the direction of the Clerk of Court.

Responsibilities: Manage, develop, and mentor employees including establishing standards, reviewing work, evaluating performance, and handling disciplinary actions. Oversee the operations of the clerk's office. Establish work procedures, conduct meetings, provide information and delegate work. Oversee work processes and provide guidance. Develop short and long-range workforce plans. Establish employee performance standards. Comply with reporting requirements. Establish and monitor programs which implement change management and quality control techniques. Organize work processes, ensuring results meet expectations. Use statistical reports to monitor the management of cases. Develop and implement operational policies and procedures. Provide guidance to staff involved in case management. Dictionary maintenance. Evaluate and oversee the testing of new system versions. Arrange assistance to attorneys and their staff with electronic filing processes, procedures, and documentation. Develop, manage, and arrange training in court programs. Oversee accountability for deposits of monies received and preparation of financial reports. Provide advice on complex matters to staff, supervisors, managers, unit executives, and judges.

Research and analyze data, prepare comprehensive reports. Comply with the Guide to Judiciary Policy, applicable Administrative Office policies and procedures, and internal controls guidelines. Demonstrate sound ethics and good judgment at all times. Display a careful and

deliberate approach in handling confidential information in a variety of contexts.

Experience required includes a minimum of five years of progressively responsible supervisory or managerial experience that provided an opportunity to gain: Skill in developing the interpersonal work relationships needed to lead a team of employees; the ability to exercise mature judgment; and thorough knowledge of the principles, and theories of management and the ability to understand the managerial policies applicable to the judiciary unit involved. At least one year of experience at or equivalent to the next level below the level of the position for which the person is being considered.

Experience should include the ability to communicate clearly in order to interact effectively with the public and staff, providing good customer service and resolving difficulties efficiently while complying with regulations, rules, and procedures. Facilitate, mediate, and negotiate complex and sensitive matters with judges, unit executives, managers, supervisors, and court staff, while maintaining confidentiality.

Preferred qualifications include a strong knowledge of CM/ECF and E-orders. Exceptional leadership skills and proven problem solving skills; provides innovative solutions to workplace problems and employee relations issues; in-depth working knowledge of processes of the court system; excellent project management skills.

Federal judiciary employees are considered at will and are not subject to the employment regulations of competitive service.

Employees are required to adhere to the Code of Conduct for Judicial Employees. Employees in high-sensitive positions undergo an initial OPM Single Scope Background Investigation (SSBI). Appointments to the position are provisional and contingent upon the satisfactory completion of a background investigation. Updates are required every five years. Applicants must be a U.S. Citizen or lawful permanent resident actively seeking citizenship. Travel expenses for interviews cannot be reimbursed.