

U. S. Bankruptcy Court Western District of Texas

Deputy in Charge – Austin, Texas

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



Job Responsibilities:

The Deputy in Charge performs supervisory work related to the full range of court operations activities. This includes case administration, records/mail management, financial administration, courtroom support and judicial support. The Deputy in Charge primarily directs operations staff and ensures compliance with the appropriate guidelines, policies and internal controls.

The incumbent will supervise nine employees involved in operational activities, which include assigning and reviewing work, evaluating performance, recommending disciplinary actions and developing and conducting employee performance evaluations. The Deputy in Charge assists in developing work standards and makes recommendations regarding employee appointments, promotions and separations.

Additional duties include supervising, delegating and prioritizing workload. Implements staff procedures and conducts staff meetings. Oversees office functions. Identifies issues and resolves disputes. Maintains accurate documentation, statistics and employee records. Oversees all functional components of the divisional clerk's office, including intake, case management, records, appeals, finance and chambers support.

Position Information

Grade CL29

Range \$65,439 - \$81,823

Continued





Minimum Requirements

Experience required includes a minimum of three years of current 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.
- Thorough knowledge of the principles and theories of management.
- The ability to understand the managerial policies applicable to the judiciary.
- The ability to communicate clearly in order to interact effectively with the public and staff, providing good customer service and resolving difficulties efficiently.
- The ability to facilitate, mediate and negotiate complex and sensitive matters with judges, unit executives, managers, supervisors, and court staff, while maintaining confidentiality.

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
- Long Term Care Insurance
- Long Term Disability

At least two years of experience at or equivalent CL27.

How to Apply

Submit a current resume with salary history, a letter of interest and a narrative that includes an example of a challenging supervisory issue that you have encountered within the past two years. Describe how you dealt with or resolved the issue.

Mail 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 5:00 p.m.
(central time) Friday, April 26, 2012.

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 sensitive positions undergo FBI Fingerprint checks. 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.

Job Responsibilities continued

Oversees receipt and review of incoming documents for conformity with federal and local rules. Monitors case processing and data quality assurance activities.

Coordinates with the court's Financial Administrator regarding maintenance, supervision and accountability for all on-site financial functions. Monitors compliance with internal controls.

Assists the Clerk and Operations Manager in defining and creating long- and short-term goals regarding the efficient functioning of the divisional office and implementing and monitoring strategic plans to accomplish those goals.

Implements and monitors CM/ECF procedures. Compiles, reconciles and reports statistical information. Works closely with Courtroom Deputies and Case Managers to ensure appropriate coverage. Communicates with court management and responds to requests regarding operations. Answers procedural questions for judges, staff and the public. Provides customer service and resolves difficulties. Abides by the Code of Conduct for Judicial Employees and court confidentiality requirements.

Our Preferred Candidate

Preferred qualifications include strong bankruptcy knowledge and excellent experience with CM/ECF and E-Orders. Exceptional leadership skills and proven problem solving skills; the ability to provide innovative solutions to workplace problems and employee relations issues; in-depth working knowledge of processes of the court system and excellent project management skills. The technical ability to coordinate activities with IT department.

Sound ethics and good judgment at all times. Display a careful and deliberate approach in handling confidential information in a variety of contexts.

Knowledge of federal and local rules and court operational procedures. Understand all aspects of case administration processes.



Experience and skill in leading a team of employees in implementing new ideas and better work procedures.

Knowledge of financial, budget, and audit procedures. Knowledge of procurement processes, records management and financial transactions.

Display the ability to be flexible and adapt to unanticipated needs and problems.

