



**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF WASHINGTON**

VACANCY ANNOUNCEMENT 12-1

Position Title: Chief Deputy Clerk
Position Term: Full-Time
Location: Spokane, Washington
Salary: JSP 14-16 (\$96,690-\$165,300)
Based Upon Qualifications and Experience
Closing Date: Open until filled
To ensure consideration, applications should be received by May 7, 2012

The United States Bankruptcy Court for the Eastern District of Washington is accepting applications for the full-time permanent position of Chief Deputy Clerk. The Bankruptcy Court employs 30 employees and supports three bankruptcy judges, two of whom are located in Yakima, and one of whom is located in Spokane. The office serves an area of 20 counties. The Eastern District is a progressive court, heavily reliant on technology.

Position Overview: The Chief Deputy Clerk is a senior management position which reports directly to the Clerk of Court and acts on behalf of the Clerk of Court during the Clerk of Court's absence. The Chief Deputy Clerk is responsible for administration and supervision of the day-to-day operations of the Clerk's office, which include but are not limited to: case management, courtroom services, statistical analysis and reporting, information technology, financial management, budget, space and facilities, human resources, and training. The Chief Deputy Clerk assists in organizational planning, development, and implementation of office procedures. Policy interpretation and application are fundamental elements of this position, as is project management. The Chief Deputy Clerk also assists the Clerk with application of bankruptcy law and local rules, special studies, and statistical and narrative reports. The Chief Deputy Clerk travels periodically within the district to the divisional office in Yakima and throughout the United States to attend training sessions and conferences.

Qualifications: The successful candidate must have at a minimum a bachelor's degree in a related field from an accredited institution. Applicants should have a minimum of six years of progressively responsible experience in administrative, supervisory, managerial, or professional work, preferably in a court environment, which provided an opportunity for the applicant to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of management. This experience must have been administrative, professional, investigative, technical, or other responsible work which provided an opportunity for the applicant to gain (a) a general knowledge of management practices and administrative processes, (b) skill in dealing with others in person-to-person work relationships and (c) the ability to exercise mature judgment. A thorough knowledge of judicial organizations including administration of automated case management, human resources management, governmental financial accounting, and IT programs is preferred. Completion of a master's degree in such fields as business or public administration or completion of a Juris Doctor (J.D.) degree may be substituted for up to two years of professional experience. Leadership and management qualities as well as excellent verbal and written communication skills are required.

Employment Information: The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Court employees serve under excepted appointments and are considered "at will" employees. As such, employment can be terminated with or without cause at any time. While court employees are not covered by federal civil service classifications or regulations, they are entitled to the same benefits as other federal employees. These benefits include: paid annual and sick leave; ten paid holidays per year; choice of medical, dental and vision coverage from a wide variety of plans; life insurance options; Federal Employees Retirement System (FERS); participation in the Thrift Savings Plan (TSP); optional participation in the Judiciary's Federal Employees' Group Life Insurance Program (FEGLI); and long term care insurance and disability programs. All employees are required to adhere to a code of conduct and the court's policies and procedures. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. As a condition of employment, the selected candidate must successfully complete an FBI fingerprint check along with a ten-year background investigation. Every five years thereafter, the selected applicant will be subject to an updated investigation similar to the initial one. An annual financial disclosure report is required to be filed. Applicants must be U.S. citizens or eligible to work in the United States.

Application Process: Please send a letter of interest indicating how your experience and education relate to the duties and responsibilities of the position, a resume, and application form AO-78 (available on the court's Web site under General Information) to personnel@wab.uscourts.gov in PDF format or by mail to: U.S. Bankruptcy Court, Confidential, Vacancy 12-1, P.O. Box 2164, Spokane, WA 99210. Applicants selected for interviews will be contacted.