

**UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF NORTH CAROLINA**

VACANCY ANNOUNCEMENT #12-1

Position Title: OPERATIONS MANAGER

Projected Start Date: September 10, 2012

Classification Level: CL 29 - 31 (depending on qualifications)

Salary Range: \$81,000 - \$121,000 (depending on Classification Level)

Closing Date: May 24, 2012

Position Description:

The Operations Manager is a senior level employee who serves under the direction of the Clerk of Court and Chief Deputy, and is a member of the management team. He or she performs professional and managerial work related to supervision and oversight, operations management, case management, and operations support. The Operations Manager assists in organizational planning, development, and implementation of office procedures pertaining to case management. As a member of the management team, the Operations Manager works closely with the Clerk, Chief Deputy, Financial Manager, and the IT Director.

Travel to the divisional office and occasional travel to conferences, seminars, and training is required.

Required Qualifications:

Applicants must be U. S. citizens or meet the citizenship requirements for employment in the Judiciary. A minimum of six years of experience is required, three of which must be specialized experience which demonstrates progressively responsible administrative, professional, supervisory, or managerial experience with the responsibility for directing and evaluating the work of others. The candidates must have outstanding organizational and interpersonal skills, flexibility, a strong commitment to service, and excellent oral communication and writing skills. The successful candidate will be self-motivated and must have the ability to research and analyze problems and assess the practical implications of alternate solutions.

A bachelor's degree from an accredited college or university is required.

Preferred Qualifications:

- J.D. Degree
- Federal court experience
- Strong working knowledge of the U. S. Bankruptcy Code and Rules
- Working knowledge of Bankruptcy Court processes
- Experience with court's Case Management/Electronic Case Filing system (CM/ECF)
- Strong analytical, organizational, and project management skills

Benefits:

This position is covered by the Court Personnel System. Benefits include participation in the Federal Employees Retirement System (FERS), ten (10) paid holidays per year, annual and sick leave accrual. Additional benefits with optional participation include health, dental, vision and life insurance programs, the Thrift Savings Plan (TSP), long term disability insurance, long term care insurance, and flexible spending accounts for health and dependent care reimbursement.

Information for Applicants:

- ▶ The U. S. Bankruptcy Court for the Middle District of North Carolina is headquartered in Greensboro, NC and has a staffed divisional office in Winston-Salem, NC.
- ▶ The U. S. Bankruptcy Court is part of the judicial branch of the U. S. Government.
- ▶ Employees of the Federal Judiciary are “at will” and subject to termination at any time with or without cause.
- ▶ Applicant must be subject to a background investigation, including fingerprinting.
- ▶ All judiciary employees are subject to mandatory electronic funds transfer (direct deposit) for payment of salary.
- ▶ Employees must adhere to a Code of Conduct for Judiciary Employees.
- ▶ Only qualified applicants who are selected to be interviewed will be contacted.
- ▶ Travel expenses for interview or relocation expenses will not be paid.
- ▶ The court reserves the right to modify the conditions of this job announcement or withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, without any prior written or other notice.
- ▶ **Interested qualified applicants should submit a cover letter, resume, including full educational summary, employment and salary history, and a contact list of three professional references to:**

U. S. Bankruptcy Court

Attn: Human Resources Department

P. O. Box 26100

Greensboro, NC 27402-6100

THE U. S. BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER