

UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF NEW YORK

**POSITION VACANCY**

**POSITION:** CHIEF DEPUTY CLERK [JSP TYPE II]  
Full-Time

**LOCATION:** Rochester, New York

**OPENING DATE:** IMMEDIATELY

**CLOSING DATE:** Open until filled – to ensure consideration, applications must be received by 5:00 p.m. EST on July 20, 2012

**AVAILABLE:** Immediately

**SALARY:** JSP 15 - 16 [ \$113, 735 - \$165,300 per annum ]  
Starting salary dependent upon qualifications, experience, education and salary history.

**ABOUT THE COURT**

The Clerk's Office of the United States Bankruptcy Court for the Western District of New York is accepting applications for a full-time, permanent Chief Deputy Clerk position. The Court serves 17 counties in western New York State. The Bankruptcy Clerk's Office has a staff of 27 employees, supporting three (3) United States Bankruptcy Judges and their staffs.

**POSITION OVERVIEW**

The Chief Deputy Clerk holds an executive-level position and functions under the direction of the Clerk of Court and is responsible to the Clerk of Court for the administration and management of the Clerk's Office. The incumbent: assists in organizational planning and management of operations (including the court's case management/electronic case files system); develops, implements and manages district-wide projects, policies and initiatives; oversees and works closely with operational managers and information technology personnel to ensure the effective delivery of services; and oversees the administrative services staff (training/education, personnel, finance, budget, procurement and space and facilities) and works with others to ensure that all employees are working to support the mission and goals of the Court. While the Chief Deputy's duty station is located in Rochester, New York, the incumbent periodically travels to the Headquarters Office in Buffalo. The Chief Deputy Clerk has regular interaction with Judges, high-level officials of other organizations and agencies, and members of the bar and public. The Chief Deputy Clerk acts for the Clerk in the absence of the Clerk.

**MINIMUM QUALIFICATION REQUIREMENTS**

Interested applicants must have a minimum of six years experience; three years general experience and three years specialized experience as described below. At least three of the six years must have been in a position of management responsibility.

**General Experience**

Progressively responsible administrative, professional, investigative, technical or other responsible work which provided an opportunity 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 judgement.

**Specialized Experience**

Progressively responsible experience in administrative, supervisory, managerial, or professional work, which provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies and theories of management.

## **ADDITIONAL QUALIFICATION REQUIREMENTS**

Interested applicants must have a performance history that demonstrates proven skills in management practices and administrative processes and possess a working knowledge of legal terminology and procedures. In addition, interested applicants must have a performance history that demonstrates strong organizational, prioritizing and problem-solving skills; the ability to work harmoniously with others in a team-oriented work environment; and strong oral and written communication skills. Interested applicants also must have experience in successful project management including managing multiple projects simultaneously and skill in managing available resources.

## **DESIRABLE QUALIFICATIONS/COMPETITIVE FACTORS**

Competitive applicants will have extensive and robust experience in applying high tech solutions to operational challenges and a proven track record of achieving superior organizational results while ensuring a positive and supportive work environment.

It is desirable that interested applicants have experience in a court or legal environment. Applicants with prior successful work experience in a federal court, the Administrative Office of the U.S. Courts, or the Federal Judicial Center, and who have a working knowledge of the Federal Rules of Civil Procedure, Bankruptcy Code, and Federal Rules of Bankruptcy Procedure will have a competitive advantage.

Experience in office automation, including automated case management systems and general knowledge of the technical aspects of data processing, office automation and data communications and their applications, terminology and methods also is desirable and will be a competitive advantage.

A graduate degree in accounting, judicial, public, or business administration or related fields from an accredited university, or a Juris Doctor degree from an accredited law school will be given weight in determining an applicant's competitive standing.

## **PREFERRED SKILLS**

Preference will be given to candidates with a Juris Doctor degree.

## **EDUCATIONAL SUBSTITUTIONS**

Education above the high school level in accredited institutions may be substituted for the general experience on the basis of one (1) academic year (30 semester or 45 quarter hours) equals nine (9) months of experience. Completion of one (1) academic year (30 semester or 45 quarter hours) of graduate study in an accredited university in such fields as business or public administration, political science, criminal justice, law, management, or related field may be substituted for one (1) year of specialized experience.

Completion of a master's degree or two years of graduate study (60 semester or 90 quarter hours) in an accredited university in such fields as business or public administration, political science, criminal justice, law, management, or related field – or completion of a Juris Doctor (JD) degree – may be substituted for two (2) years of specialized experience.

## **EXCEPTED SERVICE APPOINTMENT AND FEDERAL BENEFITS**

All employees of the U.S. Bankruptcy Court are EXCEPTED SERVICE appointments. Excepted Service appointments are "at will," and as such, can be terminated with or without cause by the Court.

The United States Bankruptcy Court offers a benefits package similar to other federal employees which includes:

- 10 Paid Federal Holidays
- 13 Days Paid Vacation (for the first three years)
- 20 Days Paid Vacation (after three years)
- 26 Days Paid Vacation (after fifteen years)
- Participation in Federal Employees Retirement System
- Flexible Benefits Program [optional]
- Long-Term Disability Plan [optional]
- Paid Sick Leave
- Thrift Savings Plan [401K]
- Life Insurance [optional]
- Medical Coverage [optional]
- Long-Term Care Insurance [optional]
- Credit Union Participation

Time in service for employees of other Federal Agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

## **APPLICATION PROCEDURE**

To ensure consideration, a Form AO 78 Application for Judicial Branch Federal Employment, detailed resume and cover letter must be delivered by 5:00 EST on July 20, 2012, to:

Human Resources — #12-02  
U.S. Bankruptcy Court, WDNY  
Olympic Towers  
300 Pearl Street, Suite 250  
Buffalo, NY 14202

Applications for Judicial Branch Federal Employment (AO 78) may be obtained from the Clerk's Office from the Court's website: [www.nywb.uscourts.gov](http://www.nywb.uscourts.gov).

To apply for this position, qualified applicants must submit: 1) a cover letter that indicates the position being applied for and succinctly identifies how the applicant's qualifications (including desirable qualifications/competitive factors) relate to the duties and responsibilities of the Chief Deputy position; 2) a chronological resume that details years of experience, including names and addresses of employers, dates of employment, functions managed, the number and composition of personnel supervised, and salary history; 3) answers to the questions below; and 4) a fully completed AO 78. Applications submitted without all required items will not be considered.

Applicants selected for interviews will be required to provide copies of educational degrees, certifications, references and proof of salary history. Only qualified applicants will be considered for this position. Travel expenses for interview or relocation expenses will not be paid.

Questions to be answered by applicants:

1. What is your management style or philosophy? Provide examples that demonstrate how you have applied this style or philosophy in your current and prior jobs.
2. What have you done in the past three years to develop your professional skills?
3. What is the most significant contribution you have made in your current position?
4. What aspects of the Chief Deputy Clerk position do you think would pose the greatest challenges for you and how would you prepare yourself to meet these challenges?

## **ADDITIONAL EMPLOYMENT INFORMATION**

The United States Bankruptcy Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request.

Applicants must be U.S. Citizens or eligible to work in the United States.

Veterans' preference is not a factor used in Judicial Branch appointments.

This position is classified as an "Executive High-Sensitive" position. Employment will be considered provisional pending successful completion by the selected applicant on 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.

The successful applicant will be subject to an initial six-month probationary period and will be employed as an at-will employee. Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

Travel to the headquarters office and other locations is required.

Only well-qualified applicants may be invited for personal interviews. Only those applicants selected for an interview will be contacted. Only applicants invited for a personal interview will be advised of the outcome of the applicant selection process.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement, or to leave the position unfilled, any of which actions may occur without any prior written notice.

*The U.S. Bankruptcy Court for the Western District of New York is an Equal Opportunity Employer*