

# *United Bankruptcy Court Western District of Louisiana*



## **Vacancy Announcement** Announcement #2012-04

Position: Chief Deputy Clerk (Type II)

Location: Shreveport, Louisiana

Salary Range: JSP 15-16 \$113,735 - \$165,300  
(Depending upon experience and qualifications)

Opening Date: June 27, 2012

Closing Date: July 27, 2012

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*The Clerk's Office of the U. S. Bankruptcy Court, for the Western District of Louisiana, is accepting applications for the position of Chief Deputy Clerk. The Clerk's Office currently supports three bankruptcy judges and has 54 employees, including chambers staff. We serve 42 parishes in Louisiana and have staffed offices in Alexandria and Lafayette. Hearings are also held in our Monroe and Lake Charles unstaffed divisions.*

### **Position Overview:**

The Chief Deputy Clerk is an executive-level position that serves as second-in-command to the unit executive and has regular interaction with judges, high-level officials of other organizations and agencies, members of the bar, trustees, and the public. The Chief Deputy Clerk reports directly to the Clerk of Court and in the absence of the Clerk, assumes the duties and responsibilities of the Clerk. The Chief Deputy Clerk assists in organizational planning, development and implementation of office procedures, and management of daily operations, including the following: case management, records maintenance, financial management, public services, courtroom services, statistical analysis and reporting, information technology, budget, training and administration. The supervisors of the four (4) departments and two (2) deputies-in-charge report to the Chief Deputy. The Chief Deputy also assists the Clerk with management of the court's case management and electronic case filing (CM/ECF) database, financial management systems, long-range and strategic planning, and application of the Federal Rules of Procedure and Local Rules. Occasional travel, particularly within the district, is required.

**Qualifications and Experience:**

Qualified candidates must have a performance history that demonstrates proven skills in management practices and administrative processes. All applicants should have a minimum of six (6) years of progressively responsible experience in management and/or administration. At least three (3) of the six (6) years must have been in a position of management responsibility. Strong leadership and organizational skills in prioritizing, problem solving, and conflict resolution are required. Candidates must have solid oral and written communication skills and computer proficiency; knowledge of sound financial controls and policies; ability to exercise mature judgment; high ethical standards and a positive work attitude; ability to adapt and lead in a changing work environment; understanding of statistical data, data analysis and evaluation methodologies. Knowledge of legal terminology and procedures is required.

Applicants must have a work history that demonstrates proven skills in management practices and administrative processes and must possess a working knowledge of bankruptcy terminology and procedures. In addition, applicants must have a performance history that demonstrates strong organizational, prioritizing and problem-solving skills.

A bachelor's degree from an accredited college or university is required. In addition, a graduate degree in accounting, judicial, public or business administration, political science, criminal justice, law, management, or related fields from an accredited university, is preferred.

**Educational Substitutions:**

Education above the high school level in accredited institutions may be substituted for the general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of experience. Completion of one 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 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 years of specialized experience.

**Information for Applicants:**

The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Court employees are considered AT-WILL and can be terminated with or without cause by the court. The selected candidate will be subject to a ten-year mandatory background investigation and FBI fingerprint check as a condition of employment. Every five years thereafter, an updated investigation similar to the first one will be required. Provisional appointment will be made pending an acceptable background investigation. Applicants must be United States citizens or eligible to work in the United States. The Court requires employees to adhere to the Code of Conduct for Judicial Employees. Direct deposit is required for employee salary compensation.

**Employee Benefits:**

While court employees are not covered by federal civil service classifications or regulations, they are, however, entitled to the same benefits as other federal employees.

- Annual Leave
- Sick Leave
- Ten (10) Paid Holidays
- Health Benefits
- Life Insurance
- Flexible Spending Plans for Health Care and Dependent Care Reimbursement
- Long Term Disability Plan and Long Term Care Options
- Thrift Savings Plan
- Retirement

**Application Requirements:**

Qualified applicants should submit an original, plus one (1) copy of the following:

- A cover letter of interest and narrative statement that addresses qualifications, relevant experience and management style and philosophy.
- Current resume detailing education and work experience, three (3) professional references.
- Completed AO-78 Application for Judicial Branch Federal Employment.
- A writing sample of a work product in which the applicant is the primary author.

Applications for Judicial Branch Federal Employment (AO78) may be obtained from the Court's website at: <http://www.lawb.uscourts.gov> Submit applications/documents to the following address:

United States Bankruptcy Court  
Western District of Louisiana  
ATTN: PERSONNEL  
300 Fannin Street, Suite 2201  
Shreveport, LA 71101

Applicants selected for interviews must travel at their own expense. The United States Bankruptcy Court reserves the right to amend the conditions of this vacancy announcement or withdraw the announcement, at any time, without prior written or other notice.

*Equal Opportunity Employer*