



CAREER OPPORTUNITY

UNITED STATES BANKRUPTCY COURT

Northern District of Florida

POSITION

CLERK OF COURT

POSITION OVERVIEW

The United States Bankruptcy Court for the Northern District of Florida is accepting applications for the full-time position of **CLERK OF THE BANKRUPTCY COURT**. The Northern District includes the headquarters in Tallahassee and a staffed divisional office in Pensacola; hearings are also held in Panama City and Gainesville. We currently have one judge and 21 employees with intracircuit assistance from three additional bankruptcy judges.

LOCATION

Tallahassee, FL

SALARY/TARGET

JSP 16 -- \$133,389 - \$165,300

The Clerk of the Court is appointed by the Chief Judge of the court under the provisions of 28 U.S.C. § 156. The Clerk is an executive level manager who reports directly to the Chief Judge of the United States Bankruptcy Court and is responsible for managing the administrative activities of the clerk's offices in all divisions, and for overseeing the performance of the statutory duties of the office. The position requires an individual who possesses the leadership, management, communication skills and technical expertise necessary to anticipate and resolve complex administrative, budget, and operational challenges quickly and effectively.

POSITION AVAILABLE

June 3, 2013

APPLICATION

CLOSING DATE

Open Until Filled. To be assured of consideration, applications should be received by April 27, 2013

The Clerk consults with and makes recommendations to the Chief Judge relating to court policies and procedures. The Clerk is also the official custodian of the records and dockets of the Court and is accountable for all fees, costs, and other funds collected by the Court. As the certifying officer for the Court, the Clerk is responsible for the efficient use of the Court's human, fiscal, and physical resources, and manages the administrative, budget and operational activities of the clerk's office to ensure that its statutory duties are properly discharged. The Clerk works closely with the District Court and other federal courts, the Administrative Office of the United States Courts, various bar associations, governmental agencies, and the public. Responsibilities include but are not limited to:

ANNOUNCEMENT

2013-1

REPRESENTATIVE DUTIES

- Developing, implementing and perfecting administrative and managerial techniques, systems, methods, programs and procedures.
- Assisting with the development and oversight of the court budget, to include the creation and implementation of long and short term budget plans.
- Supervising and responsible for reporting and accounting of all money received and processed through the office, including adapting and installing new or improved methods, systems and

procedures for assuring the accuracy of accounts and for facilitating the receipt, deposit and disbursement of monies processed.

- Providing executive level support for development and implementation of information technology projects and oversight of space and facilities matters.
- Reviewing and analyzing organizational structure, functional assignments and duties to prepare for current and future organizational needs and shifts.
- Establishing and adjusting long range schedules, priorities, deadlines for completion of work assignments, and coordinating project design and implementation with other court units as needed.
- Establishes proactive relationships with the bar, other court units, AO committees, and governmental agencies to facilitate and improve the delivery of court services.
- Assigning, explaining and overseeing work of supervisors and administrative staff for all programs, functions, goals and processes.
- Performing personnel related duties including, but not limited to, hiring or recommending the selection of individuals for hiring, performance management, and personnel actions.
- Overseeing methods and systems for maintaining time and attendance records, per diem reimbursements and other matters affecting the compensation of court personnel.
- Supervising the preparation and submission of statistical reports relating to all cases filed and other reports required to reflect the workload of the court and the office of the clerk of court.
- Performing other duties, as assigned.

QUALIFICATIONS

Applicants must have:

- A minimum of 10 years of progressively responsible administrative experience in public service or business that provides a thorough understanding of organizational, procedural and human aspects in managing an organization. At least three of the ten years' experience must have been in a position of substantial management responsibility. An attorney who is in the active practice of law in either the public or private sector may substitute active practice on a year-for-year basis for the management or administrative experience requirements.
- A performance history that demonstrates proven skills in managing limited resources against multiple demands, strong organizational, prioritizing, problem solving and conflict resolution skills, and solid oral and written communication skills is essential. Experience in office automation, including an automated case management system, working knowledge of the Bankruptcy Code and Rules, and experience with the Bankruptcy Court system is preferred.
- A demonstrated ability to manage and effectively communicate with people, both within and outside the Court.

EDUCATION

Candidates must have, at a minimum, a bachelor's degree in business, public or judicial administration, or a related field from an accredited college or university.

Education/Experience Equivalents: A bachelor's degree from a college or university of recognized standing may be substituted for three years of the required experience; preferably such a degree should have included courses in law, government, public, business or judicial administration or related fields. A post-graduate degree in a related field is strongly preferred and may be substituted for one additional year of the required general experience. A degree from an accredited law school may be considered as qualifying for up to two years of professional experience. Educational transcripts must be submitted for verification prior to the start of employment.

BENEFITS

The Court offers a generous benefits package which includes:

- 10 paid holidays
- Paid sick and annual leave
- Medical insurance options (requires employee contribution)
- Life insurance options (requires employee contribution)
- Retirement options including participation in the Thrift Saving Plans (tax deferred or Roth retirement savings)
- Long term care plan options
- Long term disability plan options
- Flexible spending account options

APPLICATION PROCESS

All applications will be screened by a panel including the Chief Judge of the court. The best qualified applicants will be invited for video conference or personal interviews at the applicant's expense, and follow up interviews of the most competitive candidates may be required. A background check may be performed. This position is open until filled; however, to be assured of consideration, applications should be received by April 27, 2013. Qualified applicants should submit the following documents:

- A cover letter including a narrative that
 - outlines qualifications, relevant experience, management style and philosophy;
 - outlines major project involvement at the executive level with organizational impact;
 - addresses challenging experience in human resource management relating to personnel issues; and
 - describes management experience with reduced or limited staffing and/or budget resources.
- Current resume detailing specialized experience, salary history, functions managed and number of personnel supervised.
- Contact information for three (3) professional references knowledgeable of employment history (including legal and technical knowledge), character and integrity.
- Completed Application for Judicial Branch Employment (AO 78). See Court website: www.flnb.uscourts.gov or <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>.

Submit the documents via email to Judy_Miller@flnb.uscourts.gov as well as an original and four (4) copies by mail to:

U.S. Bankruptcy Court for the
Northern District of Florida
Attn: Human Resources
110 E. Park Avenue
Tallahassee, FL 32301
(Faxes will not be accepted)

The Court reserves the right to modify the conditions or to withdraw this job announcement without prior notice. The selected applicant will be subject to a background investigation and verification of employment eligibility according to the Immigration Control and Reform Act of 1986. The Court is an Equal Opportunity Employer and employees are "at-will" employees. Direct deposit of federal wages is required.