



**United States Bankruptcy Court  
Northern District of Ohio**

**Vacancy Announcement #13-01**

**Chief Deputy Clerk (Type II)  
Location: Cleveland, Ohio**



**Salary Grade/Range: JSP 16 (\$138,670 - \$165,300)**

**Opening Date: June 3, 2013**

**Closing Date: Open Until Filled**

**To ensure consideration submit resume by July 1, 2013**

The United States Bankruptcy Court for the Northern District of Ohio is accepting applications for the position of Chief Deputy Clerk. The clerk's office has a staff of 74 and supports 8 judges. The court serves the 40 northern most counties in the State of Ohio. The court is headquartered in Cleveland with court locations in Akron, Canton, Toledo and Youngstown. This is a professional, managerial position responsible for the day-to-day administration and supervision of operations and various administrative functions of the Clerk of Court's office. The Chief Deputy reports directly to the Clerk of Court and assists the Clerk with supervision; planning, developing and implementing office policies, procedures and programs; and managing the Court's operations.

**Representative Duties:**

- Assists in organizational planning and management of operations.
- Develops, implements, and manages district-wide projects, policies, procedures, and initiatives; provides information and observations regarding the impact of changes in practices resulting from initiatives or policy changes.
- Assists with analysis, interpretation, and application of relevant statutes, rules, reports, and operating procedures.
- Oversees the work of seven court managers including five Deputy Clerks in Charge, IT Director and Budget Manager.
- Establishes performance standards and uses mechanisms to measure managers' level of success in meeting performance standards.
- Prepares and submits employee appraisals and development plans in accordance with personnel policies.
- Serves as the court's Custodial Officer; maintains court inventories and property passes.
- Manages and coordinates a variety of functions and activities, including obtaining CLE credit

for ECF attorney training, posting information on the court's website, and updating contacts for the Statistics Electronic Forms Project.

- Manages and updates various documents, including the Case Administration Procedures Manual, the Sanctioned Attorneys list, the Management Policies documents, the Bankruptcy Fee Schedule, and the ECF Administrative Procedures Manual.
- Assists in the review, development, and implementation of the Continuity of Operations Plan and the court's Strategic Plan.
- Assists in the preparation for cyclical audits.
- Conducts periodic staff training on relevant topics.
- Interviews and recommends candidates for vacant positions.
- Interfaces with the public, the Bar, and other agencies; communicates with external ECF users through periodic email messages.
- Acts as liaison to the court's Attorney Constituent Group; assumes a major role in planning for biannual bench-bar retreats.

**Qualifications:**

A Bachelor's or Master's degree in public, business or judicial administration, or a related field is required. A law degree from a law school accredited by the American Bar Association is preferred.

The successful candidate will have:

- Excellent problem-solving, verbal and written skills.
- Demonstrated leadership and team-based management skills.
- Exceptional organizational and project management skills.
- Thorough knowledge and skill in the use of current information technology applications and capabilities.

**General Experience:** A minimum of six-years progressively responsible administrative, professional, supervisory, technical or other responsible work which provided an opportunity to gain a general knowledge of management practices and administrative processes, skill in dealing with others in person-to-person work relationships, and the ability to exercise mature judgment. A thorough understanding of organizational management to include administrative and human resource aspects; familiarity of bankruptcy administration and prior federal court system experience is preferred.

**Specialized Experience:** Federal court experience, including familiarity with federal bankruptcy, civil and criminal rules and procedures, as well as a working knowledge of the federal judiciary's case management, electronic filing and calendaring applications is preferred. Working knowledge of legal terminology and court procedures is preferred. Progressively responsible experience in implementation and management of new technology/automation functions is highly desirable.

**Conditions of Employment:**

Employees of the United States Courts are not included in the government's Civil Service classification and are considered "at will" employees.

Applicants must be United States citizens or lawful permanent residents actively seeking citizenship. Applicants will be required to submit to a background investigation (including references, criminal history, and credit history) prior to an offer of employment being made. The person selected for this position will also be required to submit fingerprints for an FBI background check. The Chief Deputy Clerk position is an *Executive High-Sensitive position* within the federal judiciary. Employment will therefore be considered provisional pending the successful completion of a ten-year, full-field Office of Personnel Management background investigation. The Chief Deputy will be subject to updated background investigations every five years. A probationary period is also required.

The Chief Deputy travels occasionally within the district to other court locations in Akron, Canton, Youngstown, and Toledo.

**Benefits:**

Electronic Fund Transfer (EFT) for payroll deposit is required. Benefits include paid vacation, sick leave, 10 paid holidays, a flexible benefits program; portable retirement plan with matching contributions; and a professional environment.

**Application Process:**

Qualified persons are invited to submit a letter of interest, along with a resume detailing the years of experience and a completed AO-78 Application for Judicial Branch Federal Employment (available on our website [www.ohnb.uscourts.gov](http://www.ohnb.uscourts.gov)). The letter of interest, along with the resume and AO-78 form, should be submitted to the physical address or to our vacancies e-mail address: [resumes@ohnb.uscourts.gov](mailto:resumes@ohnb.uscourts.gov) by the close of business (5:00 p.m. EDT) Monday, July 1, 2013. Documents should be submitted in PDF format or Word. Only those applicants selected for an interview will be contacted. No telephone calls will be accepted.

Submissions should be mailed to:

**Kenneth J. Hirz, Clerk of Court  
U.S. Bankruptcy Court  
Northern District of Ohio  
201 Superior Avenue  
Cleveland, OH 44114-1235**

Applicants selected for an interview must travel at their own expense.

This agency provides reasonable accommodations to applicants with disabilities. The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written or other notice.

***An Equal Opportunity Employer***