



## CAREER OPPORTUNITY

### UNITED STATES BANKRUPTCY COURT

#### Northern District of Florida

#### POSITION

CHIEF DEPUTY CLERK

#### POSITION OVERVIEW

The Chief Deputy Clerk is an executive-level managerial position that serves as second-in-command to the unit executive and has regular interactions 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.

#### LOCATION

Tallahassee, FL

#### SALARY/TARGET

JSP 14-15 -- \$96,690 to \$147,857

The role of the Chief Deputy is to assist the Clerk in the administrative and management functions of the court delegated to the Clerk. In addition to the Clerk and Chief Deputy, the organizational environment includes one Chief Bankruptcy Judge who holds court in two staffed offices located in Tallahassee and Pensacola and in two district court courthouses located in Gainesville and Panama City. There are 16 Clerk's Office staff employees plus chambers staff who serve 23 counties located in northern Florida. Travel within the district is required with additional travel to the Administrative Office in Washington, D.C. and other courts as necessary.

#### APPLICATION

#### CLOSING DATE

Open Until Filled. To be assured of consideration, applications should be received by July 17, 2013

#### ANNOUNCEMENT

2013-2

Relocation expenses are not available.

#### RESPONSIBILITIES

- Works with the Clerk to provide leadership, management and supervision of the Clerk's Office.
- Oversees or assists with complex operations and information technology projects, policy development and initiatives.
- Assists the Clerk and the Finance and Budget Administrator with budget planning and management.
- Reviews and analyzes organizational structure, reporting relationships and functional assignment, striving to meet current and future organizational needs.
- Assists with organizational planning, management, analysis, development and the execution of strategic and long range plans. Consults with and makes recommendations to the Clerk of Court on various management matters.
- Assists with the supervision of the reporting and accounting of all money received in and processed through the office, adapting and installing new or improved methods, systems and procedures as needed. Performs related internal audits.
- Assigns and explains work requirements to subordinate levels of supervision for new or changed programs, functions, goals and processes and ensures implementation.
- Researches and prepares comprehensive reports, statistical data, memoranda, and procedures as assigned by the Clerk either individually or within a team environment.

- Studies continuing problems in the quantity or quality of work and takes or recommends necessary corrective actions.
- Serves as the Continuity of Operations Plan (COOP) coordinator for the Bankruptcy Court.
- Provides for or oversees the provision of methods and systems for maintaining time and attendance records, per diem reimbursements, and other matters affecting the compensation of personnel.
- Evaluates personnel performance and recommends personnel actions.
- Provides assistance to all Clerk's Office departments including Operations, Systems and Operations Support (SOS), and Administration (including finance/budget and human resources) as needed or assigned.

## REQUIRED QUALIFICATIONS

Applicants must have:

- A bachelor's degree from an accredited educational institution.
- Six years of progressively responsible experience in an administrative, professional or technical position that provided the opportunity for the applicant to gain (1) a general knowledge of management practices and administrative processes, (2) skill in dealing with others in person-to-person work relationships, and (3) the ability to exercise mature judgment. At least three of the six years of experience must have been 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, preferably in a court environment (specialized experience). For JSP 12 and above, one year of the required specialized experience must have been at, or equivalent to, the next lower grade in the federal service.
- Excellent oral and written communication skills; excellent interpersonal and leadership skills; and the ability to demonstrate strong organizational, prioritizing and problem-solving skills are required.
- High ethical standards, initiative, tactfulness, mature judgment, and the ability to work harmoniously with others in a leadership capacity are essential.

NOTE: Educational substitutions may be made for some experience requirements. 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 degree may be substituted for two years of specialized experience.

## PREFERRED QUALIFICATIONS

- A Master's degree in public, business or court administration from an accredited educational institution.
- Federal court experience, including a working knowledge of automated systems and tools such as FAS<sub>4</sub>T, HRMIS, and Case Management/Electronic Case Files (CM/ECF).
- A strong background in bankruptcy court operations including knowledge of the Bankruptcy Code and Rules, a working knowledge of legal terminology and court procedures, knowledge of sound financial controls and policies, and knowledge of information technology as it applies to the court environment.
- A performance history that demonstrates proven skills in managing and leveraging limited staff and resources.

## 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

## MISCELLANEOUS

- U.S. citizenship required.
- 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. Appointment will be made conditional to an acceptable background investigation report.
- Employees of the U.S. Bankruptcy Court are “At Will” employees and are required to adhere to a Code of Conduct of Judicial Employees.
- All employees are subject to mandatory electronic payroll deposit.
- Applicants selected for interviews must travel at their own expense. Due to the expected high volume of applicants for this position, the Clerk’s Office will contact only those qualified applicants who will be invited for an interview.

## APPLICATION PROCESS

Qualified applicants should submit the following documents via mail or email:

- Letter of interest re Announcement 2013-2 including three references that may be contacted.
- Current resume detailing years of specialized experience, including management experience, dates of employment, salary history, functions managed, and the number and composition of personnel supervised.
- Narrative statement describing your management and leadership philosophy and how you have successfully practiced this philosophy.
- Completed Application for Judicial Branch Employment (AO 78). See Court website: [www.flnb.uscourts.gov](http://www.flnb.uscourts.gov) or <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>.

Applications can be submitted by email to [Chief\\_Deputy@flnb.uscourts.gov](mailto:Chief_Deputy@flnb.uscourts.gov) or by mail to:

U.S. Bankruptcy Court for the  
Northern District of Florida  
Attn: Human Resources (Ann. 2013-2)  
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 U.S. Bankruptcy Court for the Northern District of Florida is an equal opportunity employer.