

**The United States Bankruptcy Court
Northern District of Indiana – South Bend Division
Notice of Vacancy**

Position: Chief Deputy Clerk Type II (Full-Time Permanent)
Announcement No: 2016-01
Location: South Bend, IN
Salary Range: *JSP 13 - 15 (\$84,443 - \$152,593) based on experience
Opening Date: 1-28-2016
Closing Date: 3-04-2016

***Amended to expand JSP range. Target grade remains JSP 15. Candidates who have already applied need not reapply.**

Position Overview

The Chief Deputy Clerk is a high-level management position which falls under the direction of the Clerk. The Chief Deputy manages the operations and administrative activities of the Clerk's Office and assists in the performance of the statutory duties of the office. The Chief Deputy assists the Clerk in providing management and leadership of all non-judicial functions and activities of the court, including, but not limited to, case processing; human resources; budget and finance; information technology; public relations/communications; education, training and development; and strategic planning. Periodic travel to divisional offices is required.

Representative Duties

The following are representative duties of this position:

- Manages these support services and staff: automation, case administration including CM/ECF, courtroom services, intake, records management, training, statistical reporting, quality control, finance and budget management, space and facilities, training and development, strategic planning, information technology, and human resource management.
- Promotes and maintains the integrity of official records in the custody of the court.
- Assists in preparing and managing the annual budget.
- Assists in directing the court's financial services functions in accordance with statutory requirements.
- Conducts special studies or coordinates and implements special projects related to court administration, operations and other areas, as may be requested by judges or the Clerk.
- Analyzes and makes recommendations on statutes, local rules, and procedures affecting the operations of the court.
- Advises the Clerk on matters affecting the functioning of the Clerk's office.
- Reviews and analyzes organizational structure, reporting relationships, and functional assignments, to meet current and future organizational needs.
- Devises, implements, and perfects administrative and managerial techniques, systems, methods, programs, and procedures.
- Monitors and reviews general working conditions, including developing programs for the modernization of equipment, furniture, and physical layout and arrangement best suited to meet the current and projected requirements.
- Establishes and adjusts long range schedules, priorities and deadlines for completion of work assignments, and coordinates work schedules among subordinate units.
- Assigns and explains work requirements to subordinate levels of supervision for new or changed programs, functions, goals, and processes.

- Works with members of the bar and the public to improve the delivery of court services.
- Works with various governmental agencies on a variety of matters necessary to conduct court business.
- Performs other duties, as assigned.

Qualifications

To qualify for the Chief Deputy position, applicants must be a high school graduate or equivalent and must have three years of general experience and three years of specialized experience.

General Experience

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

Specialized Experience

Progressively responsible experience in administrative, supervisory, managerial, or professional work that provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of management. One year of the specialized experience must have been at, or equivalent to, the next lower grade in federal service.

The successful candidate must possess exceptional leadership skills and problem solving ability; strong organizational commitment; tact in handling workplace and employee relations issues; and a high degree of integrity. Understanding the use of technology in the workplace and the ability to communicate effectively both orally and in writing is essential. Federal/ state court or military experience is preferred; experience in bankruptcy court administration and operations is highly desirable.

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 equals nine months of experience. Completion of one academic year 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 in areas of business or public administration, political science, criminal justice, law, or related field, or completion of a Juris Doctor (J.D) may be substituted for two years of specialized experience.

Employee Benefits

The United States Bankruptcy Court is not included in the government's Civil Service classification system; however, the same benefits apply to court employees. These benefits include:

- 13 days paid vacation per year (first three years) 20 days paid vacation per year (after three years) 26 days paid vacation per year (after fifteen years) 13 days paid sick leave per year
- 10 paid holidays
- Medical coverage from a wide variety of plans
- Life insurance

- Long-term disability insurance
- Long-term care insurance
- Flexible Spending Program (e.g., pre-tax contributions for medical/dental/optical expenses)
- Federal Employees Retirement System (FERS) including Thrift Savings Plan

Conditions of Employment

This is a sensitive position within the Judiciary. The selected candidate will be subject to a fingerprint check through the FBI Criminal Justice Information Services Division database as a condition of employment.

Application Procedures

Send cover letter, resume, and A078, Application for Judicial Branch Federal Employment, to:

United States Bankruptcy Court
ATTENTION: Human Resources
401 S. Michigan St.
South Bend, IN 46601
Or via email: hr@innb.uscourts.gov

The A078, Application for Judicial Branch Federal Employment, can be found at
www.uscourts.gov

Information for Applicants

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 notice. The court requires employees to adhere to a Code of Conduct which is available to applicants for review upon request.

THIS POSITION IS SUBJECT TO MANDATORY ELECTRONIC FUNDS TRANSFER

***EMPLOYEES WILL BE HIRED PROVISIONALLY PENDING THE
RESULTS OF A BACKGROUND INVESTIGATION***

***THE UNITED STATES BANKRUPTCY COURT IS AN
EQUAL OPPORTUNITY EMPLOYER***