

**The United States Bankruptcy Court  
Northern District of Indiana  
Notice of Vacancy**

**Position:** Clerk of Court (Full-Time Permanent)  
**Announcement No:** 2022-04  
**Location:** South Bend, IN; Hammond, IN; or Fort Wayne, IN  
**Salary Range:** JSP 16-17 \$153,848 - \$223,400  
**Opening Date:** 08-15-2022  
**Closing Date:** 09-15-2022

**Position Overview**

The United States Bankruptcy Court for the Northern District of Indiana is seeking a highly qualified professional with experience in leading people in a complex, innovative, and fast-paced organization to serve as its Clerk of Court.

The Clerk of Court is an executive level management position appointed by the Bankruptcy Judges of the district. The Clerk of Court holds the highest non-judicial position in the court and is responsible for the operational and administrative functions of the court. As the principal non-judicial officer, the Clerk of Court's role is similar to a "chief executive officer," overseeing the operations of the clerk's office, with the judges serving as the court's "board of directors."

With offices located in multiple cities in Northern Indiana, the position can be based in South Bend, Hammond, or Fort Wayne, and requires weekly travel to divisional offices.

**Representative Duties**

- Leads a clerk's office staff of approximately 38 people to ensure the administrative, operational, and statutory responsibilities are effectively and efficiently met. Provides operational and administrative support to the court's four judges.
- Consults with and makes recommendations to the judges regarding court policies and procedures.
- Analyzes and implements statutes, rules, and procedures affecting the operations of the court.
- Directs staff responsible for the processing of bankruptcy cases, the maintenance of official records, and the management of court calendars.
- Serves as the court's certifying financial officer and directs the court's financial functions, including purchasing, disbursement, and accounting for all monies received by the court.
- Oversees the development and execution of the court budget; implements long and short-term budget plans.
- Reviews and analyzes the organizational structure of the clerk's office, oversees hiring processes, appoints personnel, establishes human resources policies in conformance with The Guide to Judiciary Policy and oversees performance management.

- Manages staff responsible for information technology planning and implementation, including the court's case management and electronic case filing system.
- Provides executive level support and oversight of space and facilities matters and property management.
- Serves as a liaison to the Administrative Office of the U.S. Courts, the Seventh Circuit, the U.S. Trustee, bar associations, trustees, the General Services Administration, the U.S. District Court, and other agencies on a variety of matters necessary to court activities such as information technology, security, case management, and space planning.
- Coordinates and prepares statistical studies and reports as required by the court, the circuit, the Administrative Office of the U.S. Courts, and the Judicial Conference of the United States.
- Performs other responsibilities as required by court.

## **Qualifications**

### **General**

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.

### **Management Responsibility**

At least three of the 10 years experience must have been in a position of substantial management responsibility.

### **Experience Equivalents**

An attorney who is in the active practice of law in either the public or private sector may substitute said active practice on a year-for-year basis for the management or administrative experience requirement.

### **Educational Equivalents**

**Undergraduate** - Education in a college or university of recognized standing may be substituted for a maximum of three years of the required general experience on the basis of one academic year of education equals nine months of experience. A bachelor's degree from a college or university of recognized standing may be substituted for three years of the required general experience. Preferably such degree should have included courses in law, government, public, business, or judicial administration, or related fields.

**Postgraduate** - A postgraduate degree in public, business, or judicial administration from such a college or university may be substituted for one additional year of the required general experience.

**Legal** - A degree from an accredited law school may be considered as qualifying for two additional years of the required general experience.

## **Benefits**

- Eleven paid holidays per year
- Paid annual and sick leave
- Subsidized medical coverage with pre-tax employee premiums
- Dental, vision, group life insurance and long-term care options
- Flexible Benefits Program (pre-tax flexible spending for health care, dependent care, and commuter/parking costs)
- Participation in the Thrift Savings Plan (similar to 401K plan, with employer matching up to 5%)
- Federal Employees Retirement System

More information about benefits can be found here: <https://www.uscourts.gov/careers/benefits>

## **Application Procedures**

Send cover letter, resume with three professional references, [AO 78 Application for Employment](#), and a one-page memorandum describing your leadership philosophy via [email to: careers@innb.uscourts.gov](mailto:careers@innb.uscourts.gov). The most qualified candidates will be invited to one or more interviews. Only applicants selected for interviews will be contacted by the court.

## **Conditions of Employment**

Applicants must be United States citizens or eligible to work for the United States government.

This is a high sensitive position within the Judiciary. As a condition of employment, the selected candidate must successfully complete a ten-year background investigation and receive a favorable suitability determination. The successful candidate will be subject to a re-investigation every five years thereafter. Employees will be hired provisionally pending the results of a background investigation.

The court requires employees to adhere to a Code of Conduct which is available to applicants for review upon request. Employees are hired as excepted service, “at will” employees. This position is subject to mandatory electronic funds transfer. The United States Bankruptcy Court is an equal opportunity employer.

## **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, any of which actions may occur without any prior written notice. If the applicant is hired at JSP 16, a promotion to a JSP 17 will not require further competition.