

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

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<b>Position:</b>	Chief Deputy Clerk Type II (Full-Time Permanent)
<b>Announcement No:</b>	2023-01
<b>Location:</b>	South Bend, IN
<b>Salary Range:</b>	JSP 14 – 15 (\$116,393 - \$177,978) based on experience
<b>Opening Date:</b>	01-27-2023
<b>Closing Date:</b>	02-10-2023

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**Position Overview**

The Chief Deputy Clerk is a high-level management position. Under 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. Regular travel to divisional offices located in Fort Wayne and Hammond is required.

**Representative Duties**

- Manages support services and staff, including automation, operations management, case administration, quality control, finance and budget management, space and facilities, training and development, strategic planning, and information technology.
- 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.
- Performs other duties, as assigned.

### **Qualifications (General and Specialized Experience)**

To qualify for a position of Chief Deputy Clerk (Type II), a bachelor's degree from an accredited college or university is required. A qualified applicant must possess a minimum of six (6) years progressively responsible experience in administrative, supervisory, managerial, or professional work in public service or business that provided an opportunity to acquire thorough knowledge of the basic concepts, principles, policies, and theories of management. At least three (3) of the 6 years (specialized experience) must have been in a position of substantial management responsibility.

### **Preferred Qualifications**

In-depth working knowledge of the bankruptcy court system is highly desired, as the Chief Deputy receives numerous operations inquiries regarding the proper procedures for handling various legal pleadings and documents. Management in a court, legal environment, or military experience at a decision-making level is highly desirable. Completion of a post graduate degree in such fields as public, business, or court administration is preferred. A Juris Doctor (JD) is strongly preferred.

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. Candidates must demonstrate the analytical and interpersonal skills necessary to successfully manage a complex organization. Understanding the use of technology in the workplace and the ability to communicate effectively both orally and in writing is essential.

### **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 (30 semester or 45 quarter hours) equals nine months of experience.
- Completion of one academic year (30 semester or 45 quarter hours) 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 (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 (JD) degree — may be substituted for two years of specialized experience.

### **Employee 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, and the [AO 78 Application for Employment](#) 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 14, a promotion to a JSP 15 will not require further competition.