

**UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF OHIO**

**Vacancy Announcement
Announcement Number: 2018-9**

Position Title:	Chief Deputy Clerk (Type II)
Position Type:	Full-Time, Permanent
Location:	Cincinnati, Columbus, or Dayton, Ohio
Salary Range:	JSP 14-16 (\$105,555 - \$174,500) (based upon qualifications and location)
Opening Date:	September 14, 2018
Closing Date:	October 14, 2018

POSITION OVERVIEW

The United States Bankruptcy Court for the Southern District of Ohio is accepting applications for the position of Chief Deputy Clerk. The court is comprised of six judges and a Clerk's Office staff of 49 employees. The court has divisional offices in Cincinnati, Columbus and Dayton. The duty location for this position is optional. Occasional travel to all three court locations and training conferences is required.

The Chief Deputy Clerk is an executive level management position in the Clerk's Office, reporting directly to the Clerk of Court. The Chief Deputy is responsible for developing, implementing and improving Clerk's Office operations policies and procedures. In the absence of the Clerk, the Chief Deputy assumes all of the functions and responsibilities of the Clerk.

REPRESENTATIVE DUTIES

- Oversees the work of court managers, including three Deputy Clerks in Charge, an Operations Manager, and a Technology Division Manager.
- Communicates directly with judges and staff about operations policy and the administration of court procedures.
- Analyzes and makes recommendations on statutes, national rules, local rules, and procedures affecting the operations of the court.
- Manages and updates court documents to enhance the effectiveness of the Clerk's Office.
- Assists with developing and executing long-range plans of the Clerk's Office and the court, effectively communicating the impact of changes on operations.
- Oversees the court's quality control program.
- Interacts with members of the bar, judges, employees, and the public to improve the delivery of court services and resolve complex issues of practice and procedure.
- Represents the Clerk on judicial committees as a subject matter expert.
- Plays an active role on the court's District Wide Docketing Committee.
- Acts as a standing member on the Local Bankruptcy Rules Committee; attends all meetings.

- Assists in creating a vision of excellence through strategic planning in an environment of limited and decreasing resources.
- Assists with administrative services including automation, human resources, budget and finance, procurement and space and facilities.
- Assists in preparing and managing the annual budget and cyclical audits.
- 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.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

To qualify for this position, a person must be a high school graduate or equivalent and must have three years of general experience and three years of progressively responsible specialized experience.

General experience is defined as progressively responsible administrative, professional, investigative, technical or other responsible work that provided an opportunity to gain:

- (a) a general knowledge of management practices and administrative processes,
- (b) skill in dealing with others in person-to-person work relationships, and
- (c) the ability to exercise mature judgment.

Specialized experience is defined as 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.

Educational Substitutions:

(a) 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.

(b) 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.

(c) 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.

PREFERRED QUALIFICATIONS

- A Master's Degree in Public or Judicial Administration or a Juris Doctor from an accredited institution is preferred.
- Strong working knowledge of the United States Bankruptcy Code and Federal Rules of Bankruptcy Procedure.

- Substantial managerial experience in a Federal or State court environment, with experience managing staff in multiple locations.
- The ability to balance the demands of varying workload responsibilities and deadlines and demonstrate a strong commitment to developing a supportive and harmonious team environment.
- Possess an understanding of electronic case docketing systems.
- The capacity to synthesize complex information, exercise sound judgment, and problem solve.
- The ability to motivate and develop employees and facilitate a team-oriented environment.
- A firm commitment to continued learning.
- An appreciation and passion for the court's mission.
- Tact, good judgment, initiative, a professional appearance and demeanor, leadership ability and strong motivational and organizational skills.

BENEFITS

Benefits include:

- Paid vacation and sick leave
- Ten (10) paid holidays
- Retirement benefits under the Federal Employees Retirement System
- Optional participation in the Federal Employee's Health Benefits Program
- Optional participation in the Federal Employees Vision and Dental Insurance Program
- Optional participation in the Federal Employee's Group Life Insurance Program
- Optional participation in the pre-tax flexible spending accounts program, including Health Care Reimbursement Account, Dependent Care Reimbursement Account
- Optional participation in the Thrift Savings Plan (pre-tax and/or after-tax retirement savings plan), including matching dollar for dollar for the first 3% contributed and 50 cents on the dollar for the next 2% contributed
- Optional participation in the Judiciary's Long Term Care Insurance program
- Employee Assistance Program (wellness program)
- Virtual Learning, including the Judicial Online University
- Public Service Loan Forgiveness Program

CONDITIONS OF EMPLOYMENT

Applicant must be a U.S. citizen or eligible to work in the United States.

The selected candidate will be subject to a background check as a condition of employment. Employment will be considered provisional until the background check is completed.

Employees must adhere to the Code of Conduct for Judicial Employees.

This position is subject to mandatory EFT (Electronic Funds Transfer) participation for payment of net pay.

ADDITIONAL INFORMATION

The court is a part of the Judicial Branch of the United States Government.

Employees of the court serve under “Excepted Appointment” and are considered “At-Will” employees.

Applicants to be interviewed may be asked to provide a list of references.

Applicants selected for interview must travel at their own expense.

Only those applicants selected for interviews will be contacted.

Only those applicants interviewed will be notified of the selection outcome.

The court is not authorized to reimburse the successful candidate for relocation expenses.

The court has the right to modify the conditions of this vacancy announcement, or withdraw this announcement, either of which may occur without prior written or other notice.

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER.

HOW TO APPLY

Applicants must email the following in a single PDF document:

- Cover Letter
- A detailed resume that includes full educational background, continuing education, legal training, management experience, and facilitation or presentation skills
- Form AO 78 Federal Judicial Branch Application for Employment (located on the court’s website at <https://www.ohsb.uscourts.gov/job-vacancies-and-employment-application>)
- A supplemental statement, no longer than six pages, addressing the following questions: (1) Describe your current or most senior management experience and duties, including the number and types of direct reports. Provide some organizational context for your position, either by organizational chart or brief description of the reporting structure in your work area. (2) What is your strategy and/or approach for managing, leading, and communicating with staff? Include your views on staff development, establishing performance standards, quality control, motivating staff, and championing change. (3) Describe three professional accomplishments that you are proud of that demonstrate your ability “to get the job done.”

Email the single PDF document to: OHSB_HR@ohsb.uscourts.gov.

Please refer to announcement #2018-9 in the subject line of your email transmittal.