



## UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF LOUISIANA

### CHIEF DEPUTY CLERK Vacancy Announcement

**ANNOUNCEMENT NUMBER:** USBC- EDLA #24-02

**ANNOUNCEMENT DATE:** February 16, 2024

**DUTY STATION:** New Orleans, LA

**CLOSING DATE:** March 1, 2024

**SALARY RANGE:** JSP 14-16 (\$122,198 - \$204,000) depending on experience and qualifications.

**POSITION DESCRIPTION:** The United States Bankruptcy Court for the Eastern District of Louisiana is seeking a qualified applicant for the full-time permanent position of Chief Deputy Clerk (Type II). The Chief Deputy Clerk is an executive-level position that serves as second-in-command to the Clerk of Court and has regular interaction with judges, high-level officials of other organizations and agencies, members of the bar, and the public. The Chief Deputy Clerk assists the Clerk of Court in providing leadership, management, and supervision of the Clerk's Office and assists in organizational planning, development, project management, and implementation of office procedures and management of daily functions in the Clerk's Office, including the following: case administration and management, courtroom services, records maintenance, customer service, training, court recording, information technology, statistical analysis and reporting, budget, financial management, human resources, procurement, audit, space and facilities, and emergency and continuation of operations planning and oversight.

Research, writing, and policy interpretation and application are fundamental elements of this position, as is project management.

The Chief Deputy Clerk reports directly to the Clerk of Court and assumes the duties of the Clerk in the Clerk's absence. The Chief Deputy Clerk assists the Clerk in the administrative and management functions of the court delegated to the Clerk.

**RESPONSIBILITIES: Duties and Responsibilities:**

The Chief Deputy Clerk performs or manages duties and responsibilities such as the following:

- Assisting the Clerk of Court in providing leadership and day-to-day administration, management, and supervision of the clerk's office. Supervises staff. Provides regular feedback to staff and takes appropriate action to resolve problems.
- Assisting the Clerk and other supervisory personnel in directing staff responsible for assigning cases filed with the court, processing bankruptcy cases, operating and maintaining the court's electronic filing and records system (CM/ECF), providing courtroom services, pro se filings, court recording services, and managing records.
- Directing the information technology operations of the court.
- Overseeing the procurement and audit management functions of the clerk's office.
- Performing personnel related duties including, but not limited to, selecting or recommending the selection of individuals to be hired, recommending personnel actions, evaluating performance, developing and administering performance appraisal systems, and handling employee performance issues.

**QUALIFICATIONS:**

- Supervising the preparation of statistical reports relating to all cases filed and other reports required to reflect the workload of the court and the clerk's office.
- Supervising the reporting and accounting of all money received and processed through the clerk's office.
- Adapting and installing new or improved methods, systems, and procedures for assuring the accuracy of accounts and for facilitating the receipt, deposit and disbursement of monies processed through the office.
- Assisting with the development and oversight of the court budget to include the creation and implementation of both long-term and short-term budget plans.
- Establishing and adjusting long range schedules, priorities, and deadlines for completion of work assignments and coordinating work schedules among subordinate units.
- Assigning and explaining work requirements to supervisors for all programs, functions, goals, and processes.
- Providing executive level support and oversight of space and facilities matters.
- Reviewing and analyzing organizational structure and functional assignments and duties to prepare for current and future organizational needs.
- Overseeing methods and systems for maintaining time and attendance records, reimbursements and other matters affecting the compensation of personnel in the court system.
- Planning and overseeing emergency management and continuation of operations plans.
- Developing and engaging in project management.
- Interacting and working with the Administrative Office, Federal Judicial Center, other courts, various government agencies, the bar, the public, and others on a variety of matters necessary to court administration.
- Performing other duties as required.

**Qualifications:**

To qualify for a position of Chief Deputy Clerk (Type II), a person must at a minimum be a high school graduate or equivalent and must have three (3) years of general experience and three (3) years of progressively responsible specialized experience.

**General Experience:**

Progressively responsible administrative, professional, investigative, technical or other responsible work that provided opportunity to gain:

- a) A general knowledge of management practices and administrative practices,
- b) Skill in dealing with others in person-to-person work relationships, and;
- c) The ability to exercise mature judgment.

**Specialized Experience:**

Progressively responsible experience in administrative, supervisory, managerial, or professional work that provided an opportunity to acquire thorough knowledge of the basic concepts, principles, policies, and theories of management.

**PREFERRED  
QUALIFICATIONS:**

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 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 specialized experience.

Preferred Qualifications:

- Knowledge and understanding of national and local bankruptcy rules and related procedures is highly desirable, including a working knowledge and understanding of the operational processes of the federal judiciary.
- Knowledge of court operations management; calendaring and regulating bankruptcy case movement.
- Experience with CM/ECF and CHAP systems.
- Experience which required knowledge, interpretation, and application of court rules, procedures and/or statutes.
- A bachelor's degree in a related field from an accredited college or university, is greatly preferred. A graduate degree in accounting, judicial, public, or business administration, political science, management, or related field from an accredited university or post-graduate certification is also greatly preferred.

**BENEFITS:**

Benefits:

Employees of the U.S. Bankruptcy Court are not included in the Federal Government's Civil Service classification. They are, however, entitled to benefits similar to other federal employees which include:

- 11 paid holidays
- 13 days paid vacation for the first three years; 20 days paid vacation after three years; and 26 days paid vacation after fifteen years
- Choice of subsidized medical coverage from a wide variety of plans
- Group life insurance options (subsidized)
- Eligible for long-term disability plan options
- Participation in the Federal Employees Retirement System
- Thrift Savings Plan (tax deferred retirement savings)
- Flexible benefits program options

Information for Applicants:

Employees of the U.S. District Court are "at-will" employees. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. As a condition of employment, the selected candidate must successfully complete a full background investigation, and every five years thereafter, may be subject to an updated investigation similar to the initial one.

## HOW TO APPLY:

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Applicants must be citizens of the United States or be authorized to work in the United States.

Qualified candidates should submit a single PDF document that contains all of the following information to [HR@laeb.uscourts.gov](mailto:HR@laeb.uscourts.gov):

- A completed [AO 78](#) Federal Judicial Branch Application For Employment ([Available here.](#))
- A letter of interest (cover letter)
- A current/detailed resume
- A list of three (3) professional references

### Additional Information:

- Please reference the vacancy announcement number in your letter of interest **and in the subject line of your e-mail.**
- Applications will not be considered complete until all items listed above have been received by Human Resources.