



**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF LOUISIANA
Hale Boggs Federal Building
500 Poydras St., Rm B-601, New Orleans, LA 70130
(504) 589-7878**

VACANCY ANNOUNCEMENT #18-02

Position Title: Chief Deputy Clerk (Type II)
Duty Station: New Orleans, Louisiana
Position Type: Full-Time, Permanent
Salary Range: JSP 14-16 (\$103,106 - \$174,500)
Starting Salary commensurate with experience, qualifications and education.

Date Opened: **January 25, 2018**
Date Closed: **Open until filled. Priority consideration given to application packages received by February 15, 2018.**

Position Overview:

The United States Bankruptcy Court for the Eastern District of Louisiana is accepting applications for the position of Chief Deputy Clerk (Type II). Under the directions of the Clerk, the Chief Deputy provides leadership, management, and supervision of all non-judicial functions and activities essential to the operation of the Clerk's Office. This is a high-level management position that reports directly to the Clerk of Court and assumes the functions and responsibilities of the Clerk in her absence

REPRESENTATIVE DUTIES:

The Chief Deputy Clerk Type II assists in the daily operations of the Clerk's Office including but not limited to; case administration, courtroom services, data quality, statistical analysis and reporting, financial management, budget, space and facilities, human resources, internal controls, property and procurement, emergency preparedness, training, and customer service. The Chief Deputy assists with the application of the Guide to Judiciary Policy, Bankruptcy Code, and Federal Rules of Bankruptcy Procedure to local procedures, forms and rules. The Chief Deputy Clerk Type II also analyzes the quality and quantity of work; updates various court documents and policies to enhance the effectiveness of the Clerk's Office; establishes priorities and deadlines, assignment of work, and evaluates the performance of staff; assists in overseeing the accuracy of electronic case records and technology advances to enhance operational productivity and efficiency. Travel is required.

Minimum Qualification Requirements:

Qualified candidates must possess a minimum of a bachelors degree from an accredited four year college or university, a minimum of six (6) years progressively responsible experience in administrative, supervisory, managerial, or professional work in public service or business that includes supervising staff. At least three of the six years of experience must have been in a position of substantial management responsibility.

Candidates must have a performance history that demonstrates leadership, analytical, and interpersonal

skills necessary to successfully manage a complex organizations and lead a team of managers and administrative staff. The position requires excellent verbal and written communication skills, the ability to adapt and lead in a changing work environment, project management and human resource experience, high ethical standards, and the ability to management conflict and cultivate a harmonious work environment.

Preferred Technical Qualifications:

Managerial experience in the federal judiciary and substantial bankruptcy court operations experience is highly preferred. Completion of a post-graduate degree in such fields as public, business, court administration or law.

Employee Benefits:

Employees of the United States Bankruptcy Court are not subject to the regulations of the Civil Service Commission. They are, however, federal employees of the Judicial Branch and in this position the incumbent will be entitled to the same benefits as other federal government employees. These benefits include:

- 13 days paid vacation for the first three years of full-time employment. Thereafter, 20 to 26 days/year, dependent upon length of federal service; 13 days of paid sick leave per year (unlimited accumulation); and 10 paid holidays per year.
- Optional participation in the Federal Employees Health Benefit Program, Dental and Vision insurance, Group Life Insurance and Long Term Care Insurance.
- Optional participation in the Thrift Savings Plan (similar to a 401K plan) and a Flexible Spending Program (pre-tax flexible spending account for health care, dependent care, and commuter/parking costs).
- Mandatory participation in the Federal Employees Retirement System and the Social Security Retirement Program.
- Creditable service time in other federal agencies or the military will be added to judiciary employment.

Applicant Information:

- Applicants must be a U.S. citizen or be eligible to work in the United States.
- Employees of the United States Bankruptcy Court are “At Will” employees and are required to adhere to a Code of Conduct for Judicial Employees.
- The selected candidate will be subject to a ten-year mandatory background investigation and FBI fingerprint check as a condition of employment. Every five years thereafter, the selected applicant will be subject to an updated investigation similar to the first one.
- All appointments subject to mandatory electronic funds transfer for payment of net pay.
- Applicants selected for interviews must travel or relocate at their own expense.
- 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 prior written notice or other notice.
- Incomplete applications will not be considered.

How to Apply:

Qualified candidates should submit:

1. A detailed resume that includes dates of employment, specialized experience, functions management, number and composition of personnel supervised, education and salary history.
2. Three professional references.
3. A narrative statement not exceeding two pages outlining the applicant’s management philosophy, leadership style, and demonstrated experience directly related to the duties and responsibilities of

the position.

4. A completed Application for Judicial Employment, Form AO-78, available at <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>

Please submit all documents via e-mail in a single PDF file to:

HR@laeb.uscourts.gov (please include #18-02 in the subject line)

Due to the volume of applications received, the U.S. Bankruptcy Court will only communicate with those individuals who will be tested or interviewed for the position. Only qualified applicants will be considered.

The United States Bankruptcy Court is an Equal Opportunity Employer