



UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF LOUISIANA

CHIEF DEPUTY CLERK (Type II) Vacancy Announcement

ANNOUNCEMENT NUMBER:

USBC- EDLA #26-04

ANNOUNCEMENT DATE:

August 13, 2026

DUTY STATION:

New Orleans, Louisiana

CLOSING DATE:

Open until filled; preference given to applications received by September 11, 2026

SALARY RANGE:

JSP14-16 (\$125,776-\$209,600) 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. This individual assists the Clerk of Court in providing leadership, management, and supervision of the Clerk's Office and assists in organizational planning, development, project management, 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. Travel is required.

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.

**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. Provides regular feedback to staff and takes appropriate action to resolve problems.
- Assisting the Clerk and other supervisory personnel in directing staff responsible for managing and processing cases filed with the court, operating and maintaining the court's electronic filing and records system (CM/ECF) and related applications, providing courtroom services, and managing records.
- Directing the information technology operations of the court.
- Overseeing the procurement and audit management functions of the clerk's office.
- Evaluating performance, developing and administering performance appraisal systems, and handling employee performance issues.

**DUTIES AND
RESPONSIBILITIES
CONTINUED:**

- Performing personnel related duties including, but not limited to, processing personnel actions within the human resources Information management system, selecting or recommending the selection of individuals to be hired, recommending personnel actions.
- 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 funds 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 by the clerk's 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.
- Developing and engaging in project management.
- Assigning and explaining work requirements to supervisors or team leaders 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.
- 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.

**MINIMUM
QUALIFICATIONS:**

To qualify for a position of Chief Deputy Clerk (Type II), a person must possess a minimum of a bachelors degree from an accredited four year college or university, a minimum of six (6) years of progressively responsible specialized experience in administrative, supervisory, managerial, or professional work in public service or business that includes supervising staff.

Candidates must have a performance history that demonstrates leadership, analytical, and interpersonal skills necessary to manage a complex organization. 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 manage conflict and cultivate a harmonious work environment.

**PREFERRED
QUALIFICATIONS:**

Management experience in the federal judiciary is highly preferred. Knowledge of and experience in administrative functions such as human resources, budget, financial administration, procurement, space and facilities, audit, emergency management and continuation of operations service is greatly preferred. 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 specific to bankruptcy case workflows. Experience with interpretation and application of court rules, procedures, policies, and/or statutes.

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

ADDITIONAL INFO:

Employees of the U.S. Bankruptcy 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. Applicants must be a U.S. citizen or be authorized to work in the United States.

HOW TO APPLY:

Qualified candidates should submit a single PDF document that contains all of the following information to HR@laeb.uscourts.gov (include **#26-04** in the subject line):

- A cover letter
- A completed [AO 78](#) Federal Judicial Branch Application For Employment available at <https://www.uscourts.gov/forms-rules/forms/application-judicial-branch-federal-employment> (questions 19-21 **must** be completed)
- A current/detailed resume
- A list of three (3) professional references
- 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.

NOTE: 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.

The United States Bankruptcy Court is an Equal Opportunity Employer.