



**UNITED STATES BANKRUPTCY COURT  
NORTHERN DISTRICT OF CALIFORNIA**

**Announcement #CS02-15**

[www.canb.uscourts.gov](http://www.canb.uscourts.gov)

**CHIEF DEPUTY CLERK (TYPE II)**

**Closing Date: Open until filled.**

**Preference given to applications received before close of business, December 15, 2015.**

**Salary Range: JSP 15 – JSP 16 \$137,353 - \$167,000**

**(Commensurate with qualifications and in accordance with the Guide to Judiciary Policy)**

The United States Bankruptcy Court for the Northern District of California is seeking qualified applicants for the position of Chief Deputy Clerk (Type II). The court is comprised of nine (9) judges, one (1) recalled judge, and a Clerk's Office staff of 69 employees. The court has divisional offices in Oakland, San Francisco, San Jose and Santa Rosa. The Chief Deputy Clerk (Chief Deputy) is a senior-level management position reporting directly to the Court Unit Executive/ Clerk of Court (Clerk). The assignment/duty location of the position is at the San Francisco office.

**Position Overview:**

Under the 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: caseload; human resources; budget and finance; information technology; public relations/communications; education, training and development; and strategic planning.

**Representative Duties:**

- Assists in creating a vision of excellence through strategic planning in an environment of limited and decreasing resources.
- Manages staff responsible for administrative services including human resources, budget and finance, and space and facilities.
- Manages staff responsible for automation and information technology services, statistical analysis and reporting requirements.
- Manages division managers and/or supervisors responsible for the processing of bankruptcy cases and adversary proceedings.
- Promotes and maintains the integrity of official records in the custody of the court.
- Works with members of the bar and the public to improve the delivery of court services.
- Works with various governmental agencies on a variety of matters necessary to conduct court business.
- 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 entire Clerk's office.
- Performs other duties, as assigned.

**Qualifications Requirements:**

**Experience:**

To qualify for a position of Chief Deputy, applicants must have a minimum of six years of progressively responsible administrative, professional, investigative, technical or other responsible work that provided an opportunity to gain: 1) a knowledge of management practices and administrative processes; 2) skill in dealing with others in person-to-person work relationships; 3) the ability to exercise mature judgment. At least three of the six years of experience (specialized experience) must have been in a position of substantial administrative, supervisory, or managerial responsibility, where the incumbent can demonstrate effective leadership and employee relations expertise. One year of the experience must have been at, or equivalent to, the next lower grade in federal service.

Education above the high school level in accredited institutions may be substituted for the general experience on the basis of one academic year equals nine months of experience. Completion of one academic year 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 in areas of business or public administration, political science, criminal justice, law, or related field, or completion of a Juris Doctor (J.D) may be substituted for two years of specialized experience.

**Desirable Qualifications:**

- Federal or state court experience is required; experience in bankruptcy court administration and operations is highly desirable.
- General understanding of court operations and administration, with the ability to successfully lead with vision, the ability to sustain a high level of organizational excellence, the ability to articulate management priorities, and the ability to foster strong and effective working relationships.
- Exceptional communication and interpersonal skills, along with a proven record of leadership and accomplishments in areas of human resources, budget and finance, and information technology in a court environment.
- Previous experience in managing court managers, administrative and information technology staff.
- Knowledge of legal terminology and bankruptcy court procedures.
- Federal court case management, electronic filing applications.
- Proficient in Adobe and Microsoft Office (Word, Excel and PowerPoint) products with the ability to create spreadsheets, charts, graphs, and develop presentations.

**Benefits:**

Employees of the U.S. Bankruptcy Court are not included in the government's Civil Service classification. However, they are entitled to the same benefits as other federal government employees. For a list of benefits please visit our Benefits at a Glance at <http://www.canb.uscourts.gov/jobs>.

## **APPLICATION INSTRUCTIONS**

Qualified candidates are invited to apply by emailing the following to [jobs@canb.uscourts.gov](mailto:jobs@canb.uscourts.gov)

The email subject line should reference **Chief Deputy Clerk position**.

1. A cover letter detailing relevant experience and how they meet the desirable qualifications for the position.
2. A résumé.
3. A written response to the questions listed below.
  - A. What is your approach for managing, leading and communicating with staff, including those who work remotely? This includes staff development, establishing performance standards, monitoring quality control, motivating staff, managing change, and fostering teamwork.
  - B. Discuss a situation where you lacked knowledge and experience. What was the situation and what did you do?
  - C. Describe the most challenging experience you had addressing a personnel issue. Describe the situation and what did you do?
  - D. Describe a specific example of a time when you leveraged technology to achieve greater efficiencies and how this led to cost and time savings. What was the situation and what did you do?
  - E. Describe a challenging situation with a manager you managed. What was the situation and what did you do?

Only applicants who are selected for interviews will be contacted by the court. Applicants selected for the initial interview will be required to submit three professional references.

Applicants who are non-United States citizens must meet the requirements for federal employment. Only qualified applicants will be considered for this position. Relocation expenses will not be reimbursed. Applicants selected for interviews must travel at their own expense.

As a condition of employment, the selected candidate must complete a background check investigation, including a FBI fingerprint check. The position is subject to the mandatory electronic direct deposit of salary payment (i.e. Direct Deposit). All court employees are *at will*, and therefore the selected candidate may be removed from this position at any time if the selected candidate fails to perform at a satisfactory level. In addition, employees are required to adhere to the Code of Conduct for Judicial Employees.

The court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. The court will only communicate with those qualified applicants who are selected for interview. If you are not notified, another applicant was selected.

***The United States Bankruptcy Court is an Equal Employment Opportunity Employer.***