

United States Bankruptcy Court Northern District of Ohio



Vacancy Announcement #16-04

Position: Chief Deputy Clerk (Type II)

Location: Cleveland, Ohio

Salary/Grade: JSP 16 (\$143,100-\$170,400)

Position Type: Full-Time, Permanent

Opening Date: December 15, 2016

Closing Date: January 16, 2017

The United States Bankruptcy Court for the Northern District of Ohio is accepting applications for the position of Chief Deputy Clerk. The clerk's office is comprised of 58 clerk's office staff who support 8 judges. The court serves the 40 northern most counties in the State of Ohio, and is headquartered in Cleveland with locations in Akron, Canton, Toledo and Youngstown. The Chief Deputy Clerk is a senior level management position in the Clerk's office, reporting directly to the Clerk of Court. The Chief Deputy Clerk assists in planning, development and implementation of office procedures, and management of daily operations. In the absence of the Clerk, the Chief Deputy assumes all of the functions and responsibilities of the Clerk.

Representative Duties:

- Develops and manages district-wide projects, policies, procedures, and initiatives, and effectively communicates the impact of changes on operations.
- Assists with analysis, interpretation, and application of relevant statutes, rules, reports, and operating procedures.
- Oversees the work of seven court managers, which include Deputy Clerks in Charge, an IT Director and a Budget Manager.
- Establishes performance standards and uses strategic mechanisms to measure managers' success in meeting performance standards.
- Prepares and submits employee appraisals in accordance with personnel policies.
- Troubleshoots and resolves personnel matters, and recommends the appropriate solutions.

- Serves as the court's Custodial Officer; maintains court inventories and property passes.
- Manages and coordinates a variety of functions and activities, including CLE credit hour coordination and website content monitoring.
- Manages and updates various court documents.
- Assists in the review, development, and implementation of the Continuity of Operations Plan.
- Assists in the preparation for cyclical audits.
- Conducts periodic staff training on relevant topics.
- Interviews and recommends candidates for vacant positions.
- Interfaces with the public, the Bar, and other agencies.
- Acts as the liaison to the court's Attorney Constituent Group, and assumes a major role in planning for biannual Bench Bar Retreats.
- Performs other duties as assigned.

Qualifications:

- A Bachelor's degree in public, business or judicial administration, or other related field from an accredited college or university;
- A minimum of six-years progressively responsible administrative, professional, supervisory, technical or other responsible work, which provided an opportunity to gain a general knowledge of management practices and administrative processes, skill in dealing with others in person-to-person work relationships, and the ability to exercise mature judgment;
- Ability to successfully lead with vision, sustain a high level of organizational excellence, articulate management priorities and lead change as directed by the clerk;
- A thorough understanding of organizational management to include administrative and human resource aspects;
- Ability to foster strong and effective working relationships, and work collaboratively with others;
- A proven record of leadership and accomplishments;
- Excellent judgment and proven problem solving abilities
- Demonstrated ability to research, gather and analyze relevant data;
- Exceptional presentation skills and the ability to effectively interface with judicial officers;
- Ability to effectively coach, develop, direct, and manage a skilled, service-oriented team;
- An understanding of current information technology, and the ability to apply automation concepts for enhanced court operations;
- Exceptional organizational and project management skills;
- Exceptional written, oral and interpersonal communication skills;
- Availability to travel, which includes some overnight stays.

Preferred Qualifications:

- A Master's degree in business, public or judicial administration or law degree from an accredited college or university.
- Federal or state court experience with a working knowledge of the Federal Rules of Bankruptcy Procedure, and an understanding of court operations and administration.
- Working knowledge of legal terminology, court procedures, and Federal Judiciary case management.

Conditions of Employment:

Employees of the United States Courts are not included in the government's Civil Service classification and are considered "at will" employees.

Applicants must be United States citizens or lawful permanent residents actively seeking citizenship. Applicants will be required to submit to a background investigation (including references, criminal history, and credit history) prior to an offer of employment being made. The person selected for this position will also be required to submit fingerprints for an FBI background check. The Chief Deputy Clerk position is an *Executive High-Sensitive position* within the federal judiciary. Employment will therefore be considered provisional pending the successful completion of a ten-year, full-field Office of Personnel Management background investigation. The Chief Deputy will be subject to updated background investigations every five years. A probationary period is also required.

The Chief Deputy travels occasionally within the district to other court locations in Akron, Canton, Youngstown, and Toledo.

Benefits:

The United States Bankruptcy Court offers a generous benefits package to full-time permanent employees which includes:

10 Paid Federal Holidays

13 Days Paid Vacation (per year for the first three years)

20 Days Paid Vacation (after three years)

26 Days Paid Vacation (after fifteen years)

13 Days Paid Sick Leave

Medical, Dental, Vision Coverage

Life Insurance

Thrift Savings Plan with matching funds (401k & Roth 401k style)

Participation in Federal Employees Retirement System (FERS-FRAE)

Health, Dependent, & Commuter Reimbursement Programs

Public Transit Subsidy Program

Long-Term Care Insurance

The Federal Financial Management Reform Act requires direct deposit of federal wages.

Application Process:

Qualified persons are invited to apply by submitting a letter of interest, a detailed resume that includes professional accomplishments, three professional letters of recommendation, and a completed AO-78 Application for Judicial Branch Federal Employment (available on the court's website www.ohnb.uscourts.gov). To be considered, the complete application packet should be emailed in PDF format to resumes@ohnb.uscourts.gov or submitted to the mailing address listed below **by 11:59 PM on Monday, January 16, 2017. Only those applicants selected for an interview will be contacted.** No telephone calls will be accepted.

Submissions can be mailed to:

**U.S. Bankruptcy Court
Northern District of Ohio
Attn: Human Resource Department #16-04
201 Superior Avenue
Cleveland, OH 44114-1235**

Applicants selected for an interview must travel at their own expense.

This agency provides reasonable accommodations to applicants with disabilities.

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, if a closing date is shown, any of which actions may occur without prior notice.

The United States Bankruptcy Court is an Equal Opportunity Employer