



## United States Bankruptcy Court Northern District of Georgia

### VACANCY ANNOUNCEMENT

<b>Position:</b>	<b>Chief Deputy for Operations</b>
<b>Location:</b>	<b>Atlanta, GA</b>
<b>Opening Date:</b>	<b>November 17, 2016</b>
<b>Closing Date:</b>	<b>December 19, 2016 or until filled</b>
<b>Salary:</b>	<b>CL 30 / CL 31 (\$83,456 - \$159,594)</b>

**Overview:** The United States Bankruptcy Court for the Northern District of Georgia, the third largest in the country, covers 46 counties and maintains offices in Atlanta, Newnan, Gainesville, and Rome. Under the direction of the Clerk, approximately 100 staff members support the work of eight (8) judges, and one (1) recalled judge, handling 35,000 new cases a year. The Chief Deputy for Operations (Chief Deputy) is a senior-level management position reporting directly to the Chief Deputy Clerk (Type II).

**Position Overview:** The Chief Deputy provides leadership and direction to staff, communicating the strategic goals of the Court and creating an atmosphere where training is daily and ongoing. The Chief Deputy may be involved in managing 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. Travel to divisional offices for management meetings and/or court sponsored training is required. Overnight travel outside the district for training is occasionally required.

#### Representative Duties:

- Actively participates in the process of creating a vision of excellence in a team based environment where collaboration is key
- Reviews policies and procedures related to the flow of cases through the bankruptcy system ensuring compliance with all applicable Federal and local rules
- Collaborates with staff to prepare clear and concise documentation for end users
- Oversees the development of training programs that enhance productivity and encourage personal growth of staff
- Coaches managers and supervisors in writing and delivering effective performance appraisals
- Assists in directing the court's financial services functions in accordance with statutory requirements
- Consults with IT staff to ensure the court remains on the leading edge of technology advancements
- Promotes and maintains the integrity of official records in the custody of the court
- Works with the Bench and Bar Committee to promote effective communication about Court procedures to improve the delivery of court services.

- Works with various governmental agencies on a variety of matters necessary to conduct court business.

### **Qualification Requirements**

- Bachelor's degree from an accredited institution
- Minimum of three years of progressively responsible administrative, professional, investigative, supervisory or managerial experience
- Comprehensive knowledge of management practices and administrative processes
- Ability to effectively interact with all levels of staff in one on one settings
- Track record of fostering the interpersonal work relationships needed to lead a team including managers, first line supervisors and support staff
- Ability to consistently exercise mature judgment
- Proficient in Adobe and Microsoft Office (Word, Excel and PowerPoint) products with the ability to create spreadsheets, charts, graphs, and develop and deliver presentations.

### **Court Preferred Qualifications**

- Comprehensive knowledge of legal terminology
- Federal or state court experience, ideally in bankruptcy court administration and / or operations
- Detailed knowledge of federal court case and electronic filing applications
- Preference will be given to candidates with a Juris Doctor or a Master's Degree from an accredited institution with a record of progressive leadership experience

**How to Apply:** To apply for this position, qualified applicants should submit: 1) a résumé; 2) a cover letter addressing qualifications and relevant experience; and 3) a Form AO 78, Application for Judicial Branch Federal Employment, available on the Court's website at:  
[http://www.ganb.uscourts.gov/sites/default/files/emp\\_applic.pdf](http://www.ganb.uscourts.gov/sites/default/files/emp_applic.pdf)

Completed application packages should be submitted electronically to  
[Jennifer.Kirksey@ganb.uscourts.gov](mailto:Jennifer.Kirksey@ganb.uscourts.gov)

Preference will be given to those applications received on or before the closing date of December 19, 2016.

**Salary considerations:** The starting salary will be fixed commensurate with the experience and qualifications of the applicant.

**Notice to Applicants:** Employees of the United States Bankruptcy Court are appointed in the excepted service, are considered "at-will" employees, and serve at the pleasure of the Court. This is an executive high sensitive position within the Judiciary. Employment will be considered provisional pending successful completion of a ten-year full-field OPM background investigation. The incumbent will be subject to updated background investigations every five years. All Court employees must adhere to a Code of Conduct, copies of which are available upon request. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicant must be a United States citizen or eligible to work in the United States.

The United States Bankruptcy Court is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, court employees generally are not subject to the many statutory and regulatory provisions that govern civil service employment.

The Court will screen all applications and the best qualified applicants will be invited for personal interviews.

**Employment Benefits:** Employees of the United States Bankruptcy Court are eligible for, but not limited to, these employment benefits:

- Accrual of paid vacation and sick leave days, based on length of service, and ten paid holidays during the year
- Participation in pre-tax benefit programs (Health, Dental, and Vision Insurance programs; Flexible Spending Accounts; Commuter Reimbursement Benefit)
- Optional group life insurance
- Public Transportation Subsidy
- Participation in the Federal Employees Retirement System (FERS)
- Thrift Savings Plan (with employer matching a percentage of employee's contribution)

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