

UNITED STATES BANKRUPTCY COURT
Northern District of California



Announcement #HQ01-13
CLERK OF COURT

www.canb.uscourts.gov

Application Period: November 22, 2013 – December 31, 2013

Location: San Francisco, California

Starting Salary: JSP 16 – JSP 18 \$157,915 - \$174,000

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

The United States Bankruptcy Court for the Northern District is seeking qualified applicants for the position of Clerk of Court. The court is comprised of nine (9) judges, one (1) recalled judge, and a Clerk's Office staff of 82 employees. The court is headquartered in San Francisco, California, with divisional offices in Oakland, San Jose and Santa Rosa. The Clerk of Court is appointed by the judges of the court, and serves under the direction of the Chief Judge.

Position Overview:

The Clerk of Court is responsible for managing the administrative activities of the Clerk's Office and overseeing the performance of the statutory duties of the office. As the chief executive officer for the court, the Clerk of Court is responsible for the 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:

- Creating a vision of excellence through strategic planning in an environment of limited and decreasing resources;
- Creating and maintaining a culture that values human resources and the contributions necessary to maintain a good customer service based organization;
- Directing staff responsible for the processing of bankruptcy cases and adversary proceedings;
- Promoting and maintaining the integrity of official records in the custody of the court;
- Working with members of the bar and the public to improve the delivery of court services;
- Working with various governmental agencies on a variety of matters necessary to conduct court business;

- Hiring and assigning personnel as well as designing and managing training programs;
- Preparing and managing the annual budget;
- Managing space and facilities and working with the General Services Administration (GSA);
- Directing the court's financial services functions including purchasing, collecting fees, authorizing expenditures, accounting and any other fiscal responsibilities in accordance with statutory requirements;
- Conducting special studies as directed and preparing statistical and narrative reports;
- Analyzing and making recommendations on statutes, local rules, and procedures affecting the operations of the court;
- Managing staff responsible for automation and information technology services, statistical analysis and reporting requirements, inventory control, and human resources management;
- Managing the Employment Dispute Resolution Plan (EDR Plan);
- Consulting with and making recommendations to the judges regarding court policies and procedures;
- Performing other duties as assigned.

Qualification Requirements:

Experience:

This position requires a minimum of 10 years of progressively responsible administrative experience in public service or business which provides a thorough understanding of organizational, procedural, and human aspects in managing an organization. At least three of the 10 years of experience must have been in a position of substantial management responsibility. Such experience should include operational knowledge of the courts, financial management, space and facilities management, human resources management, oversight of information technology, and long-and short-range planning.

Federal or state court experience is highly desirable; experience in bankruptcy court is preferred. This experience should include a general understanding of court operations and administration, 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, are required, preferably in a court environment. Knowledge of legal terminology and court procedures is required.

An attorney who is in the active practice of law in either the public or private sector may substitute said active practice on a year-for-year basis for the management or administrative experience requirement.

Education:

Education in a college or university or recognized standing may be substituted for a maximum of three years of the required general experience on the basis of one academic year of education equals nine months of experience. A bachelor's degree from a college or university of recognized standing may be substituted for three years of the required general experience. Preferably such degree should have included courses in law, government, public, business or judicial administration or related field.

A postgraduate degree in public, business or judicial administration from such a college or university may be substituted for one additional year of the required general experience.

A degree from an accredited law school may be considered as qualifying for two additional years of the required general experience.

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. Some of the benefits are:

- 13 days of vacation per year for the first three years of service, 20 days of vacation per year after three years of service, 26 days of vacation per year after fifteen years of service
- 13 days of sick leave per year
- 10 holidays per year
- Medical coverage with a government contribution (choose from a variety of plans, health premiums may be deducted as pre-tax dollars, optional participation)
- Life insurance program with a government contribution (optional participation)
- Long-term disability insurance for employees and eligible family members (optional participation)
- Long-term care insurance (optional participation)
- Flexible Spending Program (pre-tax contributions for health/dependent care/transportation expenses, optional participation)
- Federal Employees Retirement System (FERS)
- Thrift Savings Plan (employer matching, similar to 401K, optional participation)
- Public transportation subsidy (dependent on fiscal year funding) or parking privileges

Information for Applicants:

Submit a cover letter highlighting relevant experience, a résumé, and any other supplemental information necessary for further consideration by the court via e-mail to: jobs@canb.uscourts.gov

Please specify the Clerk of Court position in the cover letter and e-mail subject line.

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 prior to their scheduled interviews. By submitting the references, the applicant consents to those references being contacted by the court.

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 10 year 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.

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