



**UNITED STATES
BANKRUPTCY COURT
SOUTHERN DISTRICT OF
FLORIDA**

Paul G. Hyman, Jr.
Chief Judge

Katherine Gould Feldman
Clerk of Court

Joseph Falzone
Chief Deputy

**Vacancy Announcement
#2014-4
September 16, 2014**

CLERK OF COURT

LOCATION: Miami, FL

CLOSE DATE: 10/10/2014

START DATE: 01/01/2015

SALARY: \$163,712 - \$167,000
(salary commensurate with
experience and qualifications)

CLERK SERVES SEVEN JUDGES:
3 in Miami
2 in Ft. Lauderdale
2 (including chief judge) in West
Palm Beach

CLERK'S OFFICE STAFF: 68

JUDICIAL STAFF: 15

CAREER OPPORTUNITY

POSITION OVERVIEW:

The United States Bankruptcy Court for the Southern District of Florida is accepting applications for the full-time position of Clerk of Court.

The Clerk of Court is an executive level manager and reports directly to the Chief Judge of the Bankruptcy Court. The Clerk of Court is appointed by the judges of the Court pursuant to 28 U.S.C. § 156. The Clerk of Court is responsible for managing all administrative and operational activities of the Clerk's Office, including: establishing strategic goals, budget development and execution; and coordinating activity with other court units, federal agencies and private legal associations. Additionally, the Clerk oversees the performance of the statutory duties of the office.

REPRESENTATIVE DUTIES:

- Consults with and makes recommendations to the judges regarding court policies and procedures;
- Analyzes statutes, local rules and procedures affecting the operations of the court;
- Prepares and manages the annual court budget and implements long and short term budget plans;
- Hires and assigns personnel as well as designs and manages training programs;
- Prepares and manages the annual court budget;
- Conducts special studies as directed;
- Prepares statistical and narrative reports;
- Serves as liaison to the Administrative Office of the U. S. Courts, the Federal Judicial Center, the Office of the Assistant U.S. Trustee, the General Services Administration, and various state and local bar associations;
- Directs the court's financial services including purchasing, investing, and accounting;
- Directs staff responsible for the case management and electronic case filing system;
- Responsible for the issuance of process and the maintenance of official records in the custody of the court; and
- Manages staff responsible for automation and information technology services.

QUALIFICATIONS:

Applicants must have:

- A minimum of 10 years of progressively responsible administrative experience in public service or business that provides a thorough understanding of organizational, procedural and human aspects in managing a complex organization. At least three of the 10 years of experience must have been in a position of substantial management responsibility. An attorney who is in the active practice of law in either the public or private sector may substitute active practice on a year-for-year basis for the management or administrative experience requirements;
- A performance history that demonstrates proven skills in managing limited resources against multiple demands; strong organizational, prioritizing, problem solving and conflict resolution skills; and solid oral and written communication skills is essential; and

- A demonstrated ability to manage and effectively communicate with people, both within and outside the Court.

PREFERRED EXPERIENCE:

The preferred candidate will have prior managerial work experience in a federal bankruptcy or district court along with knowledge of bankruptcy procedures, CM/ECF, and the federal court budget process.

EDUCATION:

Candidates must have a bachelor's degree in business, public or judicial administration or a related field from an accredited college or university.

Education/Experience Equivalents: A bachelor's degree from a college or university of recognized standing may be substituted for three years of the required experience. Preferably such a degree should have included courses in law, government, public, business or judicial administration or related fields. A post-graduate degree in public, business or judicial administration 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.

INFORMATION FOR APPLICANTS:

Employees of the United States Bankruptcy Court are "Excepted" appointments. Employees are considered "At-Will" judicial employees.

The Federal Judiciary offers a comprehensive benefits package (includes paid vacation, sick leave and holidays; participation in federal health benefits, life insurance and retirement programs; supplemental dental and vision insurance, long term care plan options, and flexible spending accounts and commuter benefit programs). **To access the Employee Benefits Fact Sheet, application for Federal Judicial Branch Employment (AO78), and Citizenship Requirements, please visit our court website at www.flsb.uscourts.gov, and select the Employment tab.** Direct Deposit of Federal wages is required.

Background Check: This is a High Sensitive position within the judiciary. As a condition of employment, the selected candidate must successfully complete a ten-year background investigation with periodic updates every five years. The Court will check references and contact former employers.

How to Apply:

Qualified applicants should submit the following documents (incomplete packages will not be considered):

- A cover letter including a narrative that outlines qualifications, relevant experience, management style and philosophy.
- Current resume detailing specialized experience, salary history, functions managed and number of personnel supervised.
- Contact information for three professional references knowledgeable of employment history, character and integrity.
- Completed Application for Judicial Branch Employment (AO78).

Applications must be received not later than 4:30 p.m. (EST) on Friday, October 10. Please submit, all documents via email to: USBCHR@flsb.uscourts.gov. The subject should read "Clerk of Court Vacancy". Only the best qualified candidates will be invited for an interview. Reimbursement for travel and/or relocation is not available.

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER