



**United States Bankruptcy Court
Eastern District of Pennsylvania
Philadelphia, Pennsylvania**

**VACANCY ANNOUNCEMENT #25-08
CHIEF DEPUTY CLERK**

Position: Chief Deputy for the Eastern District of Pennsylvania Bankruptcy Court
Salary Range: JSP 14 /1 (\$137,222) to JSP 17/10 (\$207,500)
(Salary offer will be based on qualifications and experience)
Opening Date: August 14, 2025
Closing Date: Open Until Filled - Priority to applications received by August 29, 2025
Anticipated Start Date: September 15, 2025

POSITION OVERVIEW:

United States Bankruptcy Court for the Eastern District of Pennsylvania is accepting applications for the Chief Deputy Clerk position. The Office of the Clerk is headquartered in Philadelphia, Pennsylvania and has a divisional office located in Reading, Pennsylvania. There are currently 24 staff members in the Clerk's Office supporting 3 bankruptcy judges and their chambers staff.

This is a senior-level management position reporting directly to the Clerk of Court. Under the direction of the Clerk of Court, the Chief Deputy Clerk is responsible for the managing, planning, supervision, and administration of the Clerk's Office employees; also acts as the Clerk of Court in his absence. Among other duties, the Chief Deputy Clerk is principally responsible for effectively managing the following court support services: automation, case administration, courtroom services, intake, records management, training, statistical reporting, quality control, finance and budget management, procurement, space and facilities and human resources. In addition, periodic travel between Philadelphia and the divisional office in Reading, PA will be required.

REPRESENTATIVE DUTIES:

The Chief Deputy Clerk performs duties that include, but are not limited to:

- Consulting with the Clerk of Court and judges on court policies and procedures, and making recommendations as needed.
- Safeguarding the integrity of official records in the custody of the court.
- Supervising and directing non-chambers staff.
- Maintaining and satisfying internal control procedures and external audit requirements.
- Working with the Clerk, judges, bar, and public to improve the delivery of court services.
- Interacting with governmental agencies on matters relevant to court business.
- Analyze and make recommendations on statutes, local rules, procedures, and other matters affecting the operations of the Court.
- Review and analyze organizational structure, reporting relationships, and functional assignments to meet current and future organizational needs.
- Prepare statistical and narrative reports. Manage the annual budget. Hire and assign personnel.
- Establish and implement and revise administrative and managerial systems, programs, and procedures.
- Establish and adjust long-range schedules, priorities, and deadlines for completion of projects,

and coordinate work schedules as needed.

- Travel, which may include overnight stays, both within and outside the district.
- Manage the following services and staff: automation/information technology; case administration, including CM/ECF; courtroom services; intake; records management; statistical reporting; quality control; procurement; finance; budget; space; facilities; COOP and Occupant Emergency Plan (OEP); training and development; strategic planning; and human resource management.
- Serving as a liaison to the Administrative Office of the U.S. Courts, the Federal Judicial Center, other court units, the Office of the U.S. Trustee, the U.S. Marshals Service, the General Services Administration, and various bar associations.
- Managing the Employment Dispute Resolution Plan.
- Performing other duties as assigned.

QUALIFICATIONS:

Minimum Requirements:

To qualify for this position the applicants must have a minimum six years progressively responsible experience in administrative, supervisory, managerial, or professional work in public service or business that provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies and theories of management preferably within a court setting. Preference will be given to candidates with bankruptcy knowledge and/or bankruptcy court experience.

A bachelor's degree in business, public administration, law, management, or related field, or a juris doctor (JD) degree from an accredited college or university is preferred and may be substituted for some experience requirements but not required. Preference may be given to candidates whose education and/or work experience is in government, public, business, or judicial administration. At least three of the six years of experience must have been in a position with substantial management responsibility. Excellent interpersonal skills. Excellent written and verbal communication skills with the proven ability to communicate information clearly and accurately. Strong leadership skills and the ability to effectively coach, develop, direct, and manage a skilled, service-oriented team. Exceptional organizational, project management, time management skills, and the ability to handle multiple tasks simultaneously. Computer literacy and proficiency with Microsoft Office products, Adobe Acrobat, and knowledge of general software operation. Knowledge of office automation, including automated case management systems and a working knowledge of the Federal Rules of Bankruptcy Procedure and the local rules is preferred.

CONDITIONS OF EMPLOYMENT:

- Applicant must be United States citizens or permanently eligible to work in the United States.
- Employees are required to adhere to a Code of Ethics and Conduct for Judicial Employees, which is available to applicants for review upon request.
- The selected candidate will be subject to a background check as a condition of employment. Employment will be considered provisional until the background check is completed.
- Employees of the United States Bankruptcy Court are Excepted Service Appointments. Excepted Service Appointments are at-will and can be terminated with or without cause by the court.
- Ability to work during non-business hours as required to complete urgent projects or prevent disruption to court proceedings or special events.
- Ability to travel routinely to the divisional office located in Reading, Pennsylvania.
- Ability to travel when required for training and/or court functions.
- The work in this position is primarily performed in an office setting.

BENEFITS:

The Eastern District of Pennsylvania Bankruptcy Court employees are considered at-will and are not covered by federal civil service rules. However, the court offers an excellent working environment and the great benefits. These benefits include some of the following:

- 13 days paid for the annual leave days during the first 3 years employment.
- 20 annual leave days after 3 years.
- 26 annual leave days after 15 years.
- 13 days paid sick leave per year.
- 11 paid Federal Holidays per year.
- Medical, dental, and vision insurance.
- Federal Employees' Group Life Insurance.
- Federal Employees Dental and Vision Insurance Program.
- Federal Employees Retirement System.
- Tax-deferred and Roth retirement savings and investment plan under the Thrift Savings Plan.
- Long-Term Care Insurance Program.
- Flexible Spending Program.
- Virtual Learning, including the Judicial Online University.
- Public Service Loan Forgiveness Program

Please visit: <http://www.uscourts.gov/careers/benefits> for additional information on benefits available.

APPLICATION PROCEDURES:

To apply, please submit the following in a single PDF document to Chief_Deputy_Application@paeb.uscourts.gov with subject line "Chief Deputy Application" and your name:

- 1) Cover letter outlining the applicant's leadership style, vision, and professional values.
- 2) Resume detailing all relevant experience, education and skills.
- 3) Complete and signed [AO 78 – Application for Federal Judicial Branch Employment](#).

If your application packet does not include all information requested, you may lose consideration for this position. Only applicants selected to proceed to the next phase of the selection process will be notified. Unsuccessful applicants will not receive notice. Applicants selected for interviews must travel at their own expense. Reimbursement for travel and/or relocation is not available. The Eastern District of Pennsylvania U.S. Bankruptcy Court reserves the right to modify the conditions of this job announcement or withdraw the job announcement without prior written notice to applicants.

Eastern District of Pennsylvania Bankruptcy Court is an Equal Employment Opportunity Employer