

POSITION TITLE: Clerk of Court

LOCATION: Charlotte, North Carolina

CLOSING DATE: Open until filled*

START DATE: May 13, 2024

SALARY: JSP 17 (\$197,651 - \$228,860)

Full Description:

The United States Bankruptcy Court for the Western District of North Carolina is seeking applications for the position of Clerk of Court. This position is located in the divisional headquarters in Charlotte, North Carolina. This district maintains a staffed office in Asheville and a part-time staffed office in Statesville, North Carolina. This is a two-judge court that conducts court hearings in Charlotte, Asheville, Statesville, and Shelby, North Carolina.

The Clerk of Court is appointed by the judges of the court in which he or she serves. This is a high-level executive position, which functions under the direction of the chief judge of the court. The Clerk of Court supervises 18 staff located in two divisional offices. 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.

The Clerk of Court serves as the Chief Executive Officer of all non-judicial functions of the court including, but not limited to,

- Analyzing, evaluating, consulting with and making recommendations to the judges regarding court policies and procedures;
- Preparing and managing the annual court budget;
- Working with various government agencies such as the Administrative Office and the FJC on a variety of matters necessary to court activities such as fiscal, personnel and training issues;
- Managing the court's financial services including procurement, trustee payments, and various accounting functions;
- Managing the court's operational services including case management and automation;
- Managing workforce planning;
- Making final selection of all hired personnel;
- Preparing statistical and narrative reports as requested by the Administrative Office;
- Monitoring to ensure all measures devoted to physical security are implemented and updated;
- Monitoring the implementation and updating of IT security measures;

- Working closely with the 4th Circuit Executive; District Clerk of Court; Chief, Probation and Pretrial; the Bankruptcy Administrator; U.S. Marshal; and representatives of the General Services Administration;
- Monitoring the maintenance and upkeep of bankruptcy work areas, chambers, and courtrooms; and
- Managing the Employee Dispute Resolution process.

General Qualifications:

A minimum of 10 years of progressively responsible administrative experience in public services or business which provides a thorough understanding of organizational, procedural and human aspects in managing an organization. Candidates must have a performance history that demonstrates proven skills in managing limited resources against multiple demands, strong organizational skills, prioritizing and problem-solving skills, and solid oral and written communication skills.

Management Responsibility:

At least 3 of the 10 years experience must have been in a position of substantial management responsibility.

Court Preferred Experience:

Federal court administrative experience is preferred. A working knowledge of the Federal Bankruptcy Code and Rules of Bankruptcy Procedure is preferred. Knowledge of legal terminology and procedures is required, along with thorough knowledge of case management. Familiarity with the principles of strategic planning is desired. Knowledge of CM/ECF, JIFMS, ICE, and PPS is strongly preferred.

Education:

Applicants must possess, at a minimum, a 4 year-degree from an accredited college or university. Specialized experience may be considered as a substitute.

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

Benefits:

A generous benefits package is available and includes the following:

- A minimum of 11 paid holidays per year;
- Paid annual and sick leave;

- Retirement benefits;
- Optional participation in Thrift Savings Plan;
- Optional participation in Federal Employees' Health Benefits;
- Optional participation in Supplemental Dental and Visions insurance;
- Optional participation in Federal Employees' Group Life Insurance;
- Optional participation in Flexible Benefits Program;
- Optional participation in Commuter Benefit Program;
- Optional participation in Long-Term Care Insurance;
- Optional participation in private long-term disability plan; and
- Credit for prior federal government service.

To Apply:

Applicants who meet the qualifications must submit the following documents:

- Resume detailing significant areas of management responsibility;
- One-page statement of your management philosophy; and
- AO-78 Application for Judicial Employment, which can be found [here](#).

Failure to submit all written materials will disqualify a candidate from consideration.

Complete application package should be submitted via email to employment@ncwb.uscourts.gov.

INFORMATION FOR APPLICANTS:

Applicant must be a U.S. citizen or eligible to work in the United States.

The candidate selected for this position is subject to a full fingerprint and background records check, and mandatory electronic direct deposit of salary payment.

Employees are required to adhere to the Code of Conduct for Judicial Employees.

Employees of the Bankruptcy Court are EXCEPTED SERVICE APPOINTMENTS. Excepted service appointments are “at will” and can be terminated with or without cause by the court.

The Bankruptcy Court is an Equal Opportunity Employer.

Due to the volume of applications received, the Court will only communicate with those individuals invited for an interview.

*Applications received by close of business February 2, 2024 will receive first consideration.