



**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF TENNESSEE**

**Vacancy Announcement
(Internal Posting)**

The United States Bankruptcy Court for the Eastern District of Tennessee is accepting applications from individuals currently employed by the United States Bankruptcy Court for the Eastern District of Tennessee for the position of Chief Deputy Clerk (Type II). There are three offices within the Eastern District of Tennessee: Greeneville, Chattanooga and Knoxville. The preferred assignment of the position is in the Chattanooga office. The Eastern District of Tennessee currently supports four bankruptcy judges and has 45 chambers and clerk's office staff.

POSITION TITLE: Chief Deputy Clerk (Type II)
Full-Time Position, Excepted Service

ANNOUNCEMENT NO.: 2016-001

APPLICATION PERIOD: 2/23/2016 - 3/7/2016

LOCATION: Chattanooga, TN

CLASSIFICATION LEVEL: Judicial Salary Plan
(JSP 16/1 - JSP 16/6, depending on experience)

STARTING SALARY: \$137,659 - \$160,603

Position Overview

The chief deputy clerk (chief deputy) is a senior-level management position reporting directly to the clerk of court (clerk). The chief deputy works with the clerk to provide leadership, management and supervision of the clerk's office, including primary oversight of the court's operational functions; establishes and maintains relationships with other court units and governmental agencies; develops organizational goals and objectives, priorities, and deadlines; with the assistance of the managerial staff and/or the supervisory staff, effectuates the policies and priorities as established by the court and the clerk; and evaluates employee job performance, establishes standards and makes recommendations for improvement to existing policies and procedures. The chief deputy also serves as one of the court's certifying officers.

The chief deputy, through consultation with managers and supervisors, ensures the efficient functioning of the bankruptcy clerk's offices throughout the district, including primary oversight of the intake, docketing, case administration, appeals, alternative dispute resolution, and courtroom services units. The chief deputy also supports the clerk in the administration of the financial operations, budget, statistical reporting, human resources, information technology, records maintenance, security, property management and procurement. The chief deputy makes oral presentations and prepares comprehensive memoranda, reports, correspondence and other written communications. Travel throughout the district is required.

Qualification Standards

To qualify for the position, a candidate must possess a minimum ten years progressively responsible administrative, supervisory or professional experience in the area of public and/or court administration. This experience should include a general understanding of court operations, the ability to successfully lead with vision, the ability to sustain a high level of organizational excellence, the ability to develop and execute strategic plans, the ability to articulate management priorities, the ability to foster strong and effective working relationships, the ability to integrate current and future technologies and the ability to analyze data. Previous experience or education in human resource principles and practices and project management skills are a plus. Excellent verbal and written communication and interpersonal skills, along with organizational and problem-solving skills are a must. Strong leadership and management qualities, ability to lead with vision and integrity, and a desire to achieve and maintain a high level of professional excellence is desired. Working knowledge of legal terminology and court procedures is required. Familiarity with federal bankruptcy rules and procedures, as well as a working knowledge of the federal judiciary's case management, electronic filing and calendaring applications is preferred.

Benefits

- Ten paid holidays a year
- Paid annual and sick leave
- Retirement benefits
- Optional participation in subsidized Federal Employee Health Benefit Plans with pretax deductions
- Optional participation in Federal Employees Group Life Insurance
- Optional participation in a flexible spending pretax program for dependent and medical care

Information for Applicants

Only candidates currently employed by the United States Bankruptcy Court for the Eastern District of Tennessee will be considered for the position. As a condition of appointment, the selected candidate must successfully complete a ten-year background investigation with periodic updates every five years thereafter. Appointment will be considered provisional pending the successful completion of the background investigation and a favorable suitability determination.

How to Apply

Interested qualified applicants are asked to submit a letter, including announcement number, which communicates the qualifications, skills and experience necessary to perform the duties of the position. Application documents may be submitted electronically. All documents submitted electronically must be in PDF format and sent to hr-usbc@tnb.uscourts.gov.