



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

Vacancy Announcement

POSITION TITLE: Deputy-in-Charge
Full-Time Position, Excepted Service

ANNOUNCEMENT NO.: 2016-002

APPLICATION PERIOD: 3/1/2016 - 3/31/2016

LOCATION: Knoxville, TN

CLASSIFICATION LEVEL: CL-29, with promotion potential up to a CL-31 without further recruitment

STARTING SALARY: \$67,537 - \$109,801 depending on experience and court preferred skills

AREA OF CONSIDERATION: Open to all qualified applicants

Position Overview

The United States Bankruptcy Court for the Eastern District of Tennessee is currently accepting applications for the position of deputy-in-charge of the northern division located in Knoxville, Tennessee. The incumbent performs a full range of high level functional duties as well as having many supervisory responsibilities. The deputy-in-charge is administratively and technically responsible for overseeing the work performed by employees in this divisional office. As part of the clerk's management team, the deputy-in-charge works closely with the clerk, chief deputy, director of technology and telecommunications, and other deputies-in-charge in identifying and implementing best practices in both operations and administration. This position reports directly to the chief deputy and supervises the northern division's operational staff which serves the District's four judges, including the resident judge located in Knoxville.

Qualification Standards

MINIMUM QUALIFICATIONS:

A candidate must have ten years of work experience, including three years of progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain skill in developing the interpersonal work relationships needed to lead a team of employees. The candidate must possess the ability to exercise mature judgment, a thorough knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the court. At least one year of experience must have been at or equivalent to the CL-28 level.

COURT PREFERRED:

A bachelor's degree and a post graduate degree in a related field is preferred. Federal court knowledge; experience in a CM/ECF or an electronic media environment; proven ability to assume and delegate responsibility; proven ability to manage and work with staff, management, the public, and bar; knowledge and ability to organize, oversee, and complete projects; extremely detail-oriented and organized; strong leadership skills and the ability to effectively coach, develop, direct and manage a skilled service-oriented team.

Representative Duties

- Supervises the daily activities of a divisional office, ensuring the timely and accurate planning, scheduling, and completion of work. Structures and assigns the workload to effectively and efficiently utilize staff.
- Effectively develops and coaches staff to achieve performance and developmental goals. Identifies opportunities for staff development and professional growth.
- Coordinates with the clerk of court and chief deputy on matters such as productivity, procedural and policy issues and practices; assists in the development and administration of initiatives; and provides information and observations regarding the impact of changes in practices resulting from initiatives or policy changes.
- Demonstrates an in-depth knowledge of federal and local rules and court policies and procedures.
- Assigns and explains work requirements to subordinate levels for new or changed rules, policies, practices, or procedures. Ensures adequate training is provided and that staff participates as needed.
- Frequently communicates and responds to requests from judicial officers and senior management and drafts associated correspondence. Effectively and timely communicates with senior management issues of concern or potential problems.
- Ensures the timely preparation and submission of employee appraisals in accordance with policy. Uses effective problem-solving skills when managing conflicts in the workplace.
- Displays effective skill in leading a team of employees in the implementation of new ideas and better work procedures, including process redesign and evaluating and implementing potential process improvements.
- Participates in the development, drafting, and implementation of clerk's office policies and procedures.
- Consistently displays the core values of the management team and presents himself/herself as a positive role model for others to follow. Effectively treats all employees fairly and consistently. Takes the necessary steps to mend strained relationships and understands the impact of ineffective actions. Recognizes the need for self-improvement and professional development.

- Communicates effectively, both orally and in writing, with individuals and groups to provide information and reports in clear and understandable formats.
- Interacts effectively and appropriately with a wide variety of individuals, providing excellent customer service, and resolving difficulties successfully while complying with policies, regulations, and rules.
- Coordinates with the court's financial personnel regarding maintenance, supervision, and accountability for all on-site financial functions, including supervision of cashiers, reconciliation, control of vault access and contents, custodial responsibility for divisional office financial records, and mail logs.
- Assists in all areas of operations including, but not limited to, serving as backup to intake clerks, docket clerks, courtroom deputies and data quality assurance, as needed.
- Coordinates, conducts and/or assists with outreach functions and programs such as building tours for judges, the bar, schools, federal agencies, and various organizations.

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

This position is a full time, permanent appointment. All applicants must be United States citizens or be eligible to work in the United States. Employees of the United States Bankruptcy Court are "excepted appointments" and serve at the pleasure of the court and are considered "at will" employees. Judiciary employees are not subject to the employment regulations of competitive service. Veterans preference does not apply. Positions are classified and graded by the Court Personnel System. Direct deposit of pay is mandatory. All application information is subject to verification. Appointment to this position is provisional, contingent upon a full FBI background investigation. Background checks similar to the initial check will be conducted every five years thereafter. The court requires employees to adhere to a code of conduct which is available to applicants for review upon request.

How to Apply

Qualified applicants are asked to submit a cover letter (including announcement number) which addresses the qualifications, skills and experience necessary to perform the job; resume, including a list of professional

references with contact information, and an Application for Judicial Branch Federal Employment (AO-78) available at <http://www.tneb.uscourts.gov/jobs>.

Applications should be submitted electronically as a single PDF document and sent to: hr-usbc@tnb.uscourts.gov.

Court funds are not available for interview or relocation expenses. The court reserves the right to modify the conditions of this job announcement, withdraw the job announcement, or fill the position sooner than the closing date, any of which actions may occur without prior written notice. Due to the volume of applications received, only applicants selected for an interview will be notified. Please do not inquire about the status of your application.

*****AN EQUAL OPPORTUNITY EMPLOYER*****