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## UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF TENNESSEE

### VACANCY ANNOUNCEMENT

#### CLERK OF COURT

The United States Bankruptcy Court for the Eastern District of Tennessee is seeking applicants for the position of Clerk of Court. The clerk is appointed by the judges of the Court under the provisions of 28 U.S.C. § 156. This is an executive level management position that functions under the direction of the chief judge. Exceptional communication and interpersonal skills, along with a proven record of leadership and accomplishment are required, preferably in a court or law-related environment.

The clerk 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 supervises a staff of 40 employees and provides operational support to four bankruptcy judges and their staff. Included among the clerk's responsibilities are policy implementation and monitoring, long-range planning, budgeting, financial management, automation, human resource management, property procurement and management, and public relations. Duties also include establishing and continually maintaining relationships with other federal courts, the Administrative Office of the United States Courts, various bar associations, the public, and government agencies having business with the court.

**Position location:** Knoxville or Greeneville.

**Salary range:** JSP 16 - JSP 17 (\$134,722 – \$167,000)  
(Commensurate with Qualifications)

**Application closing date:** December 10, 2014, or until position filled.

**Employment starting date:** February 1, 2015

#### QUALIFICATION STANDARDS

**Education:** A bachelor's degree from a college or university of recognized standing is required. A postgraduate degree in public administration, business, judicial administration, or law is preferred.

**Experience:** Applicants must have a minimum of ten years of progressively responsible administrative experience in public service, law, or business which provides a thorough understanding of the organizational, procedural, and human relations aspects of managing an organization. At least three of the ten years' experience must have been in a position of substantial management responsibility.

Applicants should possess a performance history that demonstrates proven skills in written and oral communication, management of limited resources, prioritizing and problem solving, organization, and leadership.

Court management experience or a degree from an accredited law school is preferred.

### **CONDITIONS OF EMPLOYMENT**

All application information is subject to verification. Appointment to this position is provisional and contingent upon a full background check. All employees of the judiciary are "at-will" employees. As such, employment may be terminated with or without cause. Judiciary employees are required to adhere to the judicial Code of Conduct. The position is subject to mandatory electronic funds transfer for payment of salary. Applicants must be citizens of the United States of America.

### **BENEFITS INFORMATION**

The United States Bankruptcy Court is part of the judicial branch of the United States government. Court employees are not included in the government's Civil Service classification. They are, however, entitled to the following benefits: paid vacation, paid holidays, sick leave, choice of health plans, federal employees retirement system, life insurance, flexible spending accounts (health and dependent care), long term care options, and the thrift savings plan (the federal government's 401K plan).

### **APPLICATION PROCEDURE**

Qualified persons are invited to submit the following: (1) cover letter; (2) comprehensive resume of education and employment, including salary history; (3) application for Judicial Branch Federal Employment (Form AO78), available at <http://www.uscourts.gov/forms/AO078.pdf>; and (4) list of at least three professional references, with current contact information.

These documents should be emailed in PDF format to: [hr-usbc@tnb.uscourts.gov](mailto:hr-usbc@tnb.uscourts.gov).

Applicants selected for interviews must travel at their own expense. Applicants selected for interviews will be required to provide copies of educational degrees, certifications, and references. Relocation expenses will not be reimbursed.

**\*EQUAL OPPORTUNITY EMPLOYER\***