



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

**VACANCY ANNOUNCEMENT
Number: 2020-002**

POSITION: CHIEF DEPUTY CLERK (TYPE II)
LOCATION: CHATTANOOGA, TN (Preferred)
CLASSIFICATION LEVEL/SALARY: JSP 15 OR JSP 16 (\$126,810 – \$181,500)
Classification is dependent on experience and qualifications – Note if position is filled at the JSP15 level, promotion potential to the JSP 16 is included without further competition.

NUMBER OF POSITIONS AVAILABLE: ONE
TERM: PERMANENT
CLOSING DATE: JUNE 5, 2020

The clerk of the United States Bankruptcy Court for the Eastern District of Tennessee is accepting applications for the position of chief deputy clerk. There are three staffed offices within the Eastern District of Tennessee: Greeneville, Chattanooga, and Knoxville. The preferred assignment of the position is in the Chattanooga office. The clerk's office currently has a staff of 36 employees that support four bankruptcy judges.

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 supervises and manages the daily operations of the Chattanooga office. 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; evaluates employee job performance; and 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 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.

DUTIES AND RESPONSIBILITIES

- Organizing, planning, and managing of daily and long-term operations of the clerk's office, which may include: case management, courtroom services, record maintenance, space and facilities, financial management, budget, statistical analysis and reporting, information technology, training, and general administration;
- Developing and implementing office policies and procedures;
- Reviewing and making recommendations related to the local rules and other case processing procedures as required;
- Analyzing quantity and quality of work to provide regular feedback to staff and to recommend action for resolving problems;
- Conducting special studies, preparing statistical and narrative reports, and consulting with and making recommendations to the clerk of court on various management matters;
- Managing and evaluating the performance of staff on a daily basis;
- Working with members of the bar and the public to improve the delivery of court services; and
- Performing other duties, as assigned.

The chief deputy clerk is the alternate certifying officer for the court. Travel within the district is required. Additionally, some travel throughout the United States to attend training sessions and conferences may be required.

MINIMUM QUALIFICATIONS

- A minimum of six years of experience is required, three of which must be specialized experience in administrative, professional, supervisory, or managerial positions. This experience would preferably be in a court environment, which provided an opportunity for the applicant to gain knowledge of management practices and administrative processes. Completion of a master's degree or two years of graduate study in the areas of business or public administration, political science, criminal justice, law, or related field, or completion of a Juris Doctorate degree may be substituted for three years of specialized experience;
- Outstanding organizational and interpersonal skills, computer proficiency, and oral and written communication skills;
- Ability to research and analyze problems and assess the practical implications of alternate solutions;
- Knowledge of sound financial controls and policies;
- Ability to exercise mature judgment and maintain high ethical standards;
- Flexibility to adapt and lead in a changing work environment; and
- A strong commitment to service.

PREFERRED QUALIFICATIONS

- A postgraduate degree in public, court, or business administration (or related field) or J.D. degree from an accredited law school;
- Work experience in bankruptcy, federal or state courts, other legal fields, finance or banking;
- Knowledge of the Bankruptcy Code and Rules;

- Familiarity with electronic case filing, especially the CM/ECF (Case Management/Electronic Case Filing) system; and
- Proficiency in Adobe and Microsoft Office products with the ability to create spreadsheets, charts, graphs, and presentations.

BENEFITS

- Paid annual and sick leave;
- Ten paid holidays per year;
- Choice of a variety of employer-subsidized federal health and life insurance plans;
- Dental and vision coverage available;
- Optional long-term care insurance and flexible spending account program; and
- Participation in both the Federal Employees Retirement System and the Thrift Savings Plan (similar to a 401K), with employer matching.

CONDITIONS OF EMPLOYMENT

This position is a full time, permanent appointment. Employees of the United States Bankruptcy Court are excepted appointments and serve at the pleasure of the court; they are not included in the government competitive service classification system. The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Court employees are considered at-will and can be terminated with or without cause by the court. Applicants must be U. S. citizens or eligible to work in the United States. Direct deposit of pay is mandatory as well as participation in the Federal Employees Retirement System. The selected applicant will be hired provisionally pending favorable results of an FBI fingerprint and background investigation. The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request.

HOW TO APPLY

Please submit the following items in a single pdf document to hr-usbc@tnb.uscourts.gov:

- a cover letter which addresses the applicant's qualifications, skills and experience;
- a resume, including a list of professional references; and
- a Federal Judicial Branch Application for Employment (AO78).

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