

# United States Bankruptcy Court Northern District of Ohio



## **Vacancy Announcement # 19-02**

**Position:** Clerk of Court

**Location:** Cleveland, Ohio

**Salary/Grade:** JSP 17/18 (\$172,940-\$200,549)

**Position Type:** Full-Time, Permanent

**Opening Date:** June 3, 2019

**Closing Date:** July 12, 2019

The United States Bankruptcy Court for the Northern District of Ohio is seeking qualified applicants for the position of Clerk of Court. The Clerk of Court is appointed by the six bankruptcy judges and has overall management authority and responsibility for the non-judicial components of the court. The Clerk works closely with the chief bankruptcy judge in assuring that the administrative and operational needs of the court are effectively and efficiently met. The Clerk manages a staff of 54 clerk's office employees located in Akron, Canton, Cleveland, Toledo and Youngstown. As the Court Unit Executive, the Clerk is responsible for providing administrative support services in the areas of budget and financial management, human resources, information technology, and space/facilities. The Clerk serves at the pleasure of the bankruptcy judges and is responsible for performing the statutory duties of the position, pursuant to 28 USC § 156 (e) and (f). Exceptional communication and interpersonal skills, along with a proven track record of leadership and accomplishment are required, preferably in a court environment.

### **Representative Duties:**

- Creating a vision of excellence through strategic planning in an environment of limited and decreasing resources
- Creating and maintaining a culture that values human resources and the contributions necessary to maintain a good customer service-based organization
- Directing staff responsible for the processing of bankruptcy cases
- Promoting and maintaining the integrity of official records in the custody of the Clerk
- Working with the court, members of the Bar, and the public to improve the delivery of court services
- Working with various governmental agencies on a variety of matters necessary to conduct court business
- Providing the administrative and operational infrastructure necessary to achieve the court's mission including hiring, assigning, and training of personnel efficiently and effectively
- Preparing and managing the court's annual budget, which includes budgetary and staffing projections

- Directing the court's financial services function including purchasing, collecting fees, authorizing expenditures, accounting and any other fiscal responsibilities in accordance with statutory requirements and maintaining and updating internal control procedures
- Managing space and facilities and working with the General Services Administration
- Analyzing and making recommendations on statutes, local rules, and procedures affecting the operations of the court
- Managing staff responsible for automation and information technology services, statistical analysis and reporting requirements, inventory control, and human resources management
- Managing the Employment Dispute Resolution Plan (EDR Plan)
- Consulting with and making recommendations to the judges regarding court policies and procedures
- Performing other duties as assigned

**Qualifications:**

- A bachelor's degree in public, business or court administration (or other related field) from an accredited college or university
- A minimum of 10 years of progressively responsible administrative experience in public service or business that provided a thorough understanding of organizational, procedural, and human aspects in managing an organization
- Federal or state court experience is highly desirable along with a working knowledge of the Federal Rules of Bankruptcy Procedure, and a general understanding of court operations and administration
- Ability to successfully lead with a vision; sustain a high level of organizational excellence; articulate management priorities
- Ability to foster strong and effective working relationships; work collaboratively with others
- Exceptional communication and interpersonal skills
- A proven record of leadership and accomplishments are required, preferably in a court environment
- Excellent judgment and proven problem-solving abilities; demonstrated ability to gather and analyze relevant data
- Ability to adapt to and lead change as directed by the judges
- Exceptional presentation skills and the ability to effectively interface with judicial officers
- Ability to effectively coach, develop, direct, and manage a skilled, service-oriented team
- Experience in promoting a culture of high performance and continuous improvement
- Availability to travel, which includes some overnight stays

**Preferred Qualifications:** Graduate degree in business administration, legal studies, other related field, or Juris Doctor degree.

**Conditions of Employment:**

Employees of the United States Courts are not included in the government's Civil Service classification and are considered "at will" employees.

Applicants must be United States citizens or lawful permanent residents actively seeking citizenship. The position of Clerk of Court is an Executive High-Sensitive position within the federal judiciary. As a condition of employment, the selected candidate must successfully complete a ten-year background investigation with periodic updates every five years thereafter.

Prior to appointment, the court will conduct preliminary screening, including checking professional references, a fingerprint check and credit check. Employment will be provisional pending the successful completion of the full background investigation and subsequent favorable suitability determination. All information provided by applicants is subject to verification.

**Benefits:**

The United States Bankruptcy Court offers a generous benefits package to full-time permanent employees. Some of these benefits are optional and require employee payment or co-payment.

Available benefits include:

- 10 Paid Federal Holidays
- 13 Days Paid Vacation (per year for the first three years)
- 20 Days Paid Vacation (after three years)
- 26 Days Paid Vacation (after fifteen years)
- 13 Days Paid Sick Leave
- Medical, Dental, Vision Coverage
- Life Insurance
- Thrift Savings Plan with matching funds (401k & Roth 401k style)
- Participation in Federal Employees Retirement System (FERS-FRAE)
- Health, Dependent, & Commuter Reimbursement Programs
- Public Transit Subsidy Program
- Long-Term Care Insurance

The Federal Financial Management Reform Act requires direct deposit of federal wages.

**Application Process:**

To be considered, qualified applicants must apply online by visiting the Employment section of the Ohio Northern Bankruptcy Court website at:

<https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=l4gsd9zw&pos=19-02>.

A full application packet consisting of a letter of interest, detailed résumé, list of three professional letters of references, and a completed AO-78 Application for Judicial Branch Federal Employment, must be received by 11:59 p.m. on the announcement closing date. Only applicants selected for an interview will be contacted. No telephone calls will be accepted.

Applicants selected for an interview must travel at their own expense.

The court provides reasonable accommodations to applicants with disabilities.

The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without prior notice.

***The United States Bankruptcy Court is an Equal Opportunity Employer***