

## United States Bankruptcy Court Northern District of Ohio



### **Vacancy Announcement #20-01**

**Position:** Deputy Clerk in Charge

**Location:** Cleveland, Ohio

**Salary Grade:** CL 29 (\$76,040-\$123,595)

**Position Type:** Full Time, Permanent

**Opening Date:** February 26, 2020

**Closing Date:** March 27, 2020

The United States Bankruptcy Court for the Northern District of Ohio has an opening for a Deputy Clerk in Charge position in Cleveland, Ohio. As a member of the management team, the incumbent will directly supervise Clerk's Office staff (Case Administrators, Electronic Court Recorder Operator, Automation Specialists, and Courtroom Deputies). Under the direction of the Chief Deputy Clerk, the Deputy Clerk in Charge is responsible for the daily operations of the Cleveland division, including but not limited to: case management, courtroom services, and training. The incumbent will work closely with the judges, chambers staff, and other management team members to assist with various operational and administrative functions. The Deputy Clerk in Charge also assists the Clerk of Court and Chief Deputy Clerk with the development, implementation, and refinement of procedures to enhance the productivity and effectiveness of the Clerk's Office; application of the Guide to Judiciary Policy; organizational and strategic planning; application of the Bankruptcy Code, Federal Rules of Bankruptcy Procedures, and Local Rules. Occasional travel, within and outside the district, is required.

### **Representative Duties**

- Supervises employees involved in the daily operational activities of the Cleveland Clerk's Office, including conducting performance evaluations.
- Structures and assigns the workload to effectively and efficiently utilize staff.
- Oversees all aspects of case management through the electronic case management system in compliance with federal and local rules.
- Maintains custodial responsibility for all financial records in the Cleveland courthouse and performs various financial functions.
- Analyzes and interprets legislation, Administrative Office directives, court rules, and judicial orders.
- Develops, implements, and monitors operational, administrative, and managerial procedures, practices, systems, and techniques.

- Ensures adherence to administrative and internal control procedures, and maintains accurate documentation, statistics, and employee records.
- Strategically plan and lead special projects and develop analytical recommendation reports upon project completion.
- Incorporate creative employee relations practices that promote team dynamics, employee growth, cohesiveness and communication.
- As an active participant of the management team, recommends proposed changes to enhance the overall capability and productivity of the court unit, and creates and defines long- and short-term goals regarding the efficient functioning of the Cleveland Clerk's Office.
- Interacts with the public, the bar, and other agencies in carrying out these and additional duties.

### **Qualifications:**

- A minimum of three (3) years progressively responsible administrative, professional, supervisory, technical or other responsible work experience, which provided an opportunity to gain a general knowledge of management practices and administrative processes and the ability to exercise mature judgment.
- Demonstrate the leadership, analytical, and interpersonal skills necessary to successfully manage a complex organization, in addition to the commitment to developing a supportive and harmonious team environment.
- Ability to interface with court staff and the public.
- Exceptional organizational and analytical skills.
- Thorough knowledge of current information technology applications.
- Familiarity with bankruptcy practices, case management, records management, and financial management.
- Ability to take the initiative and work independently or as part of a group.
- Excellent written and oral communication skills.

### **Preferred Qualifications:**

- Bachelor's degree in business, public, or judicial administration, or a related field.

### **Starting Salary**

Starting salary commensurate with salary and promotion eligibility guidelines established by the Administrative Office of the United States.

### **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. As a condition of employment, the selected candidate must successfully complete an Office of Personnel Management background investigation (including FBI National Criminal History Fingerprint check) and reference check. Employment will be considered provisional, pending a favorable suitability determination based on the results of the background investigation.

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

**Benefits:**

The United States Bankruptcy Court offers a 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

**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=20-01>.

A full application packet consisting of a letter of interest, detailed résumé, list of three professional references, and a completed AO-78 Application for Judicial Branch Federal Employment, must be received by 11:59 PM 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.

This agency 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***