

**UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF TEXAS**



Vacancy Announcement #14-02

**Chief Deputy Clerk (Type II)
Dallas, Texas**

Closing Date: May 16, 2014

Salary: \$103,226-\$167,000 (JSP 14-16)*

*The classification level and salary for this position will be based upon experience and education in accordance with the Court Personnel System of the U.S. Courts.

Position Overview

The United States Bankruptcy Court for the Northern District of Texas is accepting applications for the position of Chief Deputy Clerk (Type II). The Chief Deputy Clerk is a senior level management position which reports directly to the Clerk of Court. In the absence of the Clerk of Court, the Chief Deputy assumes all of the functions and responsibilities of the Clerk of Court.

Representative Duties

Under the direction of the Clerk of Court, the Chief Deputy assists in organizational planning and management of daily and long-term operations, develops and implements office policies and procedures, analyzes quantity and quality of work and makes appropriate recommendations on all management matters including budget and staffing. This individual provides direct oversight of the divisional office managers and administrative managers, and emergency preparedness activities. Additional responsibilities include verifying the timely submission of statistical and narrative reports for local and national reporting requirements, handling internal administrative records for the budget and other fiscal records related to the court unit. Travel throughout the district is required and may be required to other court units, the Administrative Office of the United States Court and the Federal Judicial Center.

MINIMUM REQUIREMENTS:

A Bachelor's degree from an accredited institution is required. Additionally, applicants must have a minimum of six years progressively responsible specialized experience in administrative, supervisory, managerial, or professional work, which provided an opportunity for the applicant to acquire a thorough knowledge of the basic concepts, principles, policies and theories of management. This experience must have been administrative, professional, investigative, technical or other responsible work which

provided an opportunity for the applicant to gain (a) a general knowledge of management practices and administrative processes, (b) skill in dealing with others in person-to-person work relationships. Excellent oral and written communication skills are required.

DESIRED QUALIFICATIONS:

Managerial experience in a court environment, as well as broad automation skills and an understanding of electronic case docketing systems are highly desirable. The successful candidate must be able to balance the demands of varying workload responsibilities and deadlines. The successful candidate should be a leader, motivator, highly organized, a good steward of resources, possess good judgment, initiative and maintain a professional appearance and demeanor at all times. A Master's Degree or a Juris Doctor from an accredited institution is highly preferred.

EDUCATIONAL SUBSTITUTIONS:

Completion of one academic year (30 semester or 45 quarter hours) of graduate study in an accredited university in such fields as business or public administration, political science, criminal justice, law, management or related field, may be substituted for one year of specialized experience. Completion of a master's degree or two years of graduate study (60 semester or 90 quarter hours) in an accredited university in such fields as business or public administration, political science, criminal justice, law, management, or related field or completion of a Juris Doctor degree may be substituted for two years of specialized experience.

BENEFITS

Court employees are not included in the government's civil service classification. They are, however, entitled to the same benefits as other federal employees, including: up to 13 days of paid annual leave per year for the first three years, thereafter up to 26 days per year, 10 federal holidays, participation in the Federal Employees Retirement System with a percent of contributions matched, choice of health benefit plan from several options, life insurance, and periodic salary increases. This position is subject to mandatory electronic funds transfer for salary payments.

APPLICATION PROCESS:

Submit a cover letter with current resume and salary history to: Loretta Robinson, Human Resources Manager, U.S. District Court, 1100 Commerce Street, Rm. 1452, Dallas, Texas 75242, or submit by e-mail (in Word only) to:

Loretta_Robinson@txnd.uscourts.gov

The selected candidate will be subject to a criminal history and financial background investigations by law enforcement agencies, which include FBI fingerprinting as a condition of employment. The applicant must be a United States citizen or a lawful permanent resident (i.e., green card holder) who is seeking citizenship. Retention depends upon a favorable suitability determination.

The United States Bankruptcy Court is an Equal Opportunity Employer.