



**UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF GEORGIA**

Vacancy Announcement #2018-1

POSITION: Chief Deputy Clerk (Type II)
LOCATION: Savannah, Georgia
SALARY RANGE: JSP 14–16 (\$103,106 - \$142,240)
Starting salary commensurate with experience, qualifications, and education.
CLOSING DATE: Open until filled. To receive priority consideration, application packages must be received by February 1, 2018.

POSITION OVERVIEW:

The United States Bankruptcy Court for the Southern District of Georgia is accepting applications for the position of Chief Deputy Clerk. Under the direction of the Clerk, the Chief Deputy provides leadership, management, and supervision of all non-judicial functions and activities essential to the operation of the Clerk's Office. This is a high-level management position that reports directly to the Clerk of Court and assumes the functions and responsibilities of the Clerk in her absence.

REPRESENTATIVE DUTIES:

The Chief Deputy assists in managing the daily operations of the Clerk's Office including but not limited to: case administration, courtroom services, data quality, statistical analysis and reporting, financial management, budget, space and facilities, human resources, internal controls, property and procurement, emergency preparedness, training, and customer service. The Chief Deputy assists with application of the Guide to Judiciary Policy, Bankruptcy Code, and Federal Rules of Bankruptcy Procedure to local procedures, forms, and rules. The Chief Deputy also analyzes the quality and quantity of work; updates various court documents and policies to enhance the effectiveness of the Clerk's Office; establishes priorities and deadlines and evaluates the performance of staff; and assists in overseeing the accuracy of electronic case records and technology advances to enhance operational productivity and efficiency. Travel, particularly within the district, is required.

QUALIFICATIONS:

Qualified candidates must possess a minimum of six (6) years progressively responsible experience in administrative, supervisory, managerial, or professional work in public service or business that provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies and theories of management. At least three of the six years of experience must have been in a position of substantial management responsibility. Some educational substitutions may apply. Proficient in Adobe and Microsoft Office (Word, Excel, PowerPoint) products with the ability to create spreadsheets, charts, graphs, and newsletters, and create/deliver presentations. A bachelor's degree from an accredited college or university in a discipline appropriate to the position is required.

Candidates must have a performance history that demonstrates the leadership, analytical, and interpersonal skills necessary to successfully manage a complex organization and lead a team of managers and administrative staff. The position requires excellent verbal and written communication skills, the ability to adapt and lead in a changing work environment, project management experience, high ethical standards, and the ability to manage conflict and cultivate a harmonious work environment.

COURT PREFERRED QUALIFICATIONS:

Managerial experience in the federal judiciary and substantial bankruptcy court operations experience highly preferred. Completion of a post-graduate degree in such fields as public, business, or court administration, or law.

INFORMATION FOR APPLICANTS:

- Employees of the United States Bankruptcy Court serve under excepted appointments and are considered "AT WILL" employees.
- The position of chief deputy clerk is classified as "high sensitive." Employment will be considered provisional pending the successful completion of a 10-year background investigation, with updates performed every five years thereafter.
- Judiciary employees must adhere to a Code of Conduct.
- Applicants selected for interviews must travel at their own expense. Expenses associated with interviews or relocation will not be reimbursed.
- Appointees may be removed from this position at any time if, after reasonable on-the-job training, the candidate fails to perform at a satisfactory level.
- The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, at any time without prior written or other notice.
- Potential salary progression may be considered without further competition.
- Electronic direct deposit of salary payments is required.
- Employees must be U. S. Citizens or eligible to work in the United States.
- Incomplete applications will not be considered.
- Only candidates selected for interview will be contacted.
- The Bankruptcy Court is an EQUAL OPPORTUNITY EMPLOYER.

APPLICATION REQUIREMENTS:

Qualified applicants are invited to submit:

1. A detailed resume that includes dates of employment, specialized experience, functions managed, number and composition of personnel supervised, education and salary history;
2. Three professional references;
3. A narrative statement not exceeding two pages outlining the applicant's management philosophy, leadership style, and demonstrated experience directly related to the duties and responsibilities of the position; and
4. A completed Application for Judicial Employment, Form AO-78, available at <http://www.uscourts.gov/forms/AO078.pdf>.

Submit application materials via email to:

Bankruptcy_Clerk@gas.uscourts.gov

Email subject line should reference Confidential Announcement #2018-1. Documents sent via e-mail must be in Adobe Acrobat (.pdf), Word, or WordPerfect format.

OR

Submit application materials in an envelope marked CONFIDENTIAL to:

**United States Bankruptcy Court
Attn: Lucinda Rauback
Confidential Announcement #2018-1
P.O. Box 8347
Savannah, GA 31412**