



UNITED STATES BANKRUPTCY COURT SOUTHERN DISTRICT OF GEORGIA

Vacancy Announcement #2018-08

POSITION: Deputy in Charge
LOCATION: Augusta, Georgia
SALARY RANGE: CL 27/01 – CL 27/61 (\$48,951 - \$79,617)
Starting salary commensurate with experience, qualifications, and education.
Potential salary progression to CL 28 without further competition.

CLOSING DATE: Open until filled. To ensure consideration, applications should be received by **July 20, 2018.**

POSITION OVERVIEW:

The Bankruptcy Court for the Southern District of Georgia is accepting applications for the position of Deputy in Charge of the Augusta Division. As a member of the management team, the incumbent will directly supervise Clerk's Office staff (Case Administrators, ECRO, and Courtroom Deputies). Under the direction of the Chief Deputy Clerk, the Deputy in Charge is responsible for the daily operations of the Augusta division, including but not limited to: case management, courtroom services, and training. The incumbent will work closely with other management team members to assist with various operational and administrative functions. The Deputy in Charge also assists the Clerk of Court and Chief Deputy 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 Procedure, and Local Rules. Occasional travel, particularly within the district, is required.

MINIMUM QUALIFICATIONS:

Qualified candidates must possess a high school diploma or equivalent, and have a minimum of three (3) 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.

Candidates must 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.

DESIRABLE QUALIFICATIONS:

Federal court experience; working knowledge of the U. S. Bankruptcy Code and Federal Rules of Bankruptcy Procedure; extensive experience with the federal judiciary's Case Management/Electronic Case Filing (CM/ECF) system; a bachelor's degree, or higher, from an accredited college or university.

INFORMATION FOR APPLICANTS:

- * Employees of the United States Bankruptcy Court serve under excepted appointments and are considered "AT WILL" employees.
- * The position of deputy in charge is classified as "sensitive." Employment will be considered provisional pending the successful completion of an FBI fingerprint check and background investigation, subject to periodic updates.
- * Judiciary employees must adhere to a Code of Conduct.
- * The applicant who best suits the needs of the Court will be selected.

- * Relocation assistance is not available.
- * 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.
- * A mandatory electronic direct deposit of salary payments is required.
- * Applicants must be a U. S. Citizen or eligible to work in the United States.
- * Incomplete applications will not be considered.
- * The Bankruptcy Court is an EQUAL OPPORTUNITY EMPLOYER.

APPLICATION REQUIREMENTS:

Qualified applicants are invited to submit ALL of the following:

- 1) Federal Judicial Branch Application for Employment;
(Form AO-78 available on the Court's website under Court Information > Employment Opportunities)
<http://www.gasb.uscourts.gov>
- 2) Cover letter which includes a narrative describing the applicant's management style and how the applicant's experience matches the needs of the Court;
- 3) Resume; and
- 4) Name, position, and phone number of three (3) professional references.

*** Submit application materials via mail to: ***

United States Bankruptcy Court

Attn: Human Resources

Confidential Announcement #2018-8

P.O. Box 8347

Savannah, GA 31412

or

via email to:

Bankruptcy_Clerk@gas.uscourts.gov

Email subject line should reference Confidential Announcement #2018-8. Documents sent via e-mail should be in Adobe Acrobat (.pdf), Word, or WordPerfect format. Incomplete applications will not be considered.