



## UNITED STATES BANKRUPTCY COURT SOUTHERN DISTRICT OF GEORGIA

### Vacancy Announcement #2013-02

**POSITION:** Chief Deputy Clerk (Type II)  
**LOCATION:** Savannah, Georgia  
**SALARY RANGE:** JSP 14–16 (\$96,690 – \$165,300)  
Starting salary commensurate with experience, qualifications, and education.  
**CLOSING DATE:** Open until filled.

#### **POSITION OVERVIEW:**

The Bankruptcy Court for the Southern District of Georgia is accepting applications for the position of Chief Deputy Clerk. The Chief Deputy Clerk is a senior-level management position that assumes the duties and responsibilities of the Clerk of Court in the Clerk's absence. Under the direction of the Clerk of Court, the Chief Deputy Clerk is responsible for the daily supervision and administration of the Clerk's Office, including but not limited to: case management, courtroom services, data quality, statistical analysis and reporting, information technology, financial management, budget, space and facilities, human resources, property and procurement, emergency preparedness, and training. The Chief Deputy Clerk analyzes the quality and quantity of work, recommends corrective actions, and consults with and makes recommendations to the Clerk of Court on various management matters. The Chief Deputy Clerk also assists the Clerk of Court 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; and preparation of special studies and narrative reports. Occasional travel, particularly within the district, is required.

#### **QUALIFICATIONS:**

A bachelor's degree from an accredited college or university in a discipline appropriate to this position is required. Completion of a post-graduate degree in such fields as public, business or court administration, or law is preferred.

Qualified candidates should have 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.

Candidates must demonstrate the leadership, analytical, and interpersonal skills necessary to successfully manage a complex organization. Solid oral and written communication skills, familiarity with automated case management systems, knowledge of sound financial controls and policies, ability to adapt and lead in a changing work environment, proven project management skills, and a demonstrated commitment to developing a supportive and harmonious team environment are preferred. Managerial experience in the federal judiciary is highly desirable.

#### **EDUCATIONAL SUBSTITUTIONS:**

A bachelor's degree from an accredited college or university may be substituted for three years of the required general experience; preferably such degree should have included courses in public, court or business administration, law, government, or related fields. Completion of a master's degree in an accredited university in such fields as business or public administration, political science, criminal justice, law, or management, or completion of a JD degree, may be substituted for two years of the required professional experience.

#### **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. Continued employment will depend upon the successful completion and favorable determination of these investigative results.

- 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:

A detailed resume that includes dates of employment, specialized experience, functions managed, number and composition of personnel supervised, education and salary history, and three professional references.

A narrative statement not exceeding 3 pages describing the applicant's management style and how the applicant's experience matches the needs of the Court, as well as addressing two of the following questions:

Provide an example of a challenging managerial issue that you have encountered. How did you resolve the issue?

Describe your operational experience as it relates to managing workloads in an environment of limited or declining staffing resources. Be sure to include detail such as actions you took to address the situation.

Have you ever had to implement a policy that you knew would be unpopular? What was the situation? What did you do to counteract a negative response?

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

**United States Bankruptcy Court  
Attn: Clerk of Court  
Confidential Announcement #2013-2  
P.O. Box 8347  
Savannah, GA 31412**

or

via email to:

[Lucinda\\_Rauback@gas.uscourts.gov](mailto:Lucinda_Rauback@gas.uscourts.gov)

Email subject line should reference Confidential Announcement #2013-2. Documents sent via e-mail should be in Adobe Acrobat (.pdf), Word, or WordPerfect format.

**Applicants who previously applied for the Chief Deputy Clerk career opportunity may submit a letter stating their continued interest and availability for the position. All prior applications and supporting documentation have been retained.**