



**UNITED STATES BANKRUPTCY COURT  
MIDDLE DISTRICT OF LOUISIANA**

**Vacancy Announcement #2015-1**

**POSITION:** Chief Deputy Clerk (Type II)  
**LOCATION:** Baton Rouge, LA  
**SALARY RANGE:** JSP 13–15 (\$83,468 - \$150,830)  
Starting salary commensurate with experience, qualifications, and education.  
**CLOSING DATE:** **October 8, 2015**

**POSITION OVERVIEW:**

The Chief Deputy Clerk is a senior management position that assumes the duties and responsibilities of the Clerk of Court in the Clerk's absence.

Under the direction of the Clerk, the Chief Deputy is responsible for the daily operations and administration of the Clerk's Office, including but not limited to: case management, courtroom services, data quality, statistical analysis and reporting, financial management, space and facilities, human resources, internal controls, 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; organizational and strategic planning; management of information technology, financial management, budget, space and facilities, human resources, property and procurement, and emergency preparedness; and application of the Guide to Judiciary Policy and Procedures, the Bankruptcy Code, Federal Rules of Bankruptcy Procedure, and Local Rules; and preparation of special studies and narrative reports. Occasional travel 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. A bachelor's degree from an accredited college or university in a discipline appropriate to the position is required. Completion of a post-graduate degree in such fields as public, business, or court administration, or law is preferred.

Candidates must demonstrate the leadership, analytical, and interpersonal skills necessary to successfully manage a complex organization. Solid verbal 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 ability to effectively resolve employee relation issues and cultivate a harmonious team environment is desired. Managerial experience in the federal judiciary is highly desired; experience in bankruptcy court operations and administration preferred.

**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 including a credit check, 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.
- 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.
- In the event the position becomes vacant within a reasonable time of the original announcement the Court may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position.
- 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.
- Only candidates selected for interview will be contacted.
- The Bankruptcy Court is an EQUAL OPPORTUNITY EMPLOYER.

**APPLICATION REQUIREMENTS:**

Qualified applicants are invited to submit:

A cover letter. A resume that details years of experience, including names and addresses of employers, dates of employment, functions managed, number and composition of personnel supervised, education, and salary history, and three professional references with current contact information.

A completed Application for Judicial Branch Federal Employment which can be downloaded at:  
<http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>

A narrative statement not exceeding 3 pages addressing the following questions:

Describe how your experience and abilities match the needs of the Court.

What is your strategy or approach for managing, leading, and communicating with staff? Include your views on motivating staff, performance standards, quality control, and implementing change.

Describe your experience with case processing/docketing, electronic case management systems, quality control, court services, and implementing operational policies and procedures.

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

**\*\*\* Submit application materials in an envelope marked CONFIDENTIAL to: \*\*\***

**United States Bankruptcy Court  
Attn: Monica Menier  
Confidential Announcement #2015-1  
707 Florida St., Rm.119  
Baton Rouge, LA 70801**

**or**

**via email to:**

**[Monica\\_Menier@lamb.uscourts.gov](mailto:Monica_Menier@lamb.uscourts.gov)**

**Email subject line should reference Confidential Announcement #2015-1. Documents sent via e-mail must be in Adobe Acrobat (.pdf), Word, or WordPerfect format.**