



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

Vacancy Announcement #2020-1

POSITION: Clerk of Court
LOCATION: Baton Rouge, LA
SALARY RANGE: JSP 16 (\$148,724 – 181,500)
Starting salary commensurate with experience, qualifications, and education.
CLOSING DATE: July 22, 2020

Position Overview:

The United States Bankruptcy Court for the Middle District of Louisiana is accepting applications for the position of Clerk of Court in Baton Rouge, LA. The Clerk of Court is appointed by the Court and serves under the direction of the Chief Bankruptcy Judge of the Court. As the Court Unit Executive of the Clerk's Office, the Clerk is responsible for managing the operational and administrative duties of the office and ensures its compliance with statutory requirements.

Representative Duties:

- Creating a vision of excellence through strategic planning in an environment of limited resources.
- Creating and maintaining a culture that values human resources and the contributions necessary to maintain a good customer serviced based organization.
- Directing staff responsible for the processing of bankruptcy cases.
- Promoting and maintaining the integrity of official records in the custody of the court.
- Working with the court, members of the Bar, and the public to improve the delivery of court services.
- Working with various governmental agencies on a variety of matters necessary to conduct court business.
- Hiring and assigning personnel as well as designing and managing training programs.
- Preparing and managing the annual budget, which includes budgetary and staffing projections.
- Managing space and facilities and working with the General Services Administration (GSA).
- Directing the court's financial service functions including procurement, collecting fees, authorizing expenditures, accounting and other fiscal responsibilities in accordance with statutory requirements.
- Analyzing and making recommendations on statutes, local rules, and procedures affecting the operations of the court.
- Managing staff responsible for automation and information technology services, statistical analysis and reporting requirements, inventory control and human resources management.
- Developing court policies and procedure.;

Qualifications:

- BA/BS degree preferably in public, business or court administration.
- This position requires a minimum of 10 years of progressively responsible administrative experience in public service or business that provided a thorough understanding of organizational, procedural, and human aspects in managing an organization. At least three of the 10 years of experience must have been in a position of substantial management responsibility. Such experience should include operational knowledge of the courts, financial management, budget and staffing planning and projections, space and facilities management, human resources management, oversight of information technology and long- and short-range planning.
- Federal or state court experience is highly desirable; experience in a bankruptcy environment is preferred.

- Exceptional communication and interpersonal skills, along with a proven record of leadership and accomplishments are required, preferably in a court environment.
- Knowledge of legal terminology and court procedures is required.
- Excellent judgment and problem-solving abilities, which include demonstrated ability to gather and analyze relevant data.
- Knowledge of technology and technical agility.
- Availability for travel to include overnight stays.

Information for Applicants:

- Employees of the United States Bankruptcy Court serve under excepted appointments and are considered "AT WILL" employees.
- The position of Clerk of Court 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, 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 and how was the issue resolved.

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

**United States Bankruptcy Court
Attn: Monica Menier
Confidential Announcement #2020-1
707 Florida St., Rm.119
Baton Rouge, LA 70801**

or

via email to:

Monica_Menier@lamb.uscourts.gov

Email subject line should reference Confidential Announcement #2020-1. Documents sent via e-mail must be in Adobe Acrobat (.pdf), Word, or WordPerfect format.