UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF LOUISIANA

Vacancy Announcement #2020-2

POSITION: Chief Deputy Clerk (Type II)

LOCATION: Baton Rouge, LA

SALARY RANGE: JSP 13–15 ($91,231 – 126,810)
Starting salary commensurate with experience, qualifications, and education

CLOSING DATE: **September 30, 2020**

POSITION OVERVIEW:

The United States Bankruptcy Court for the Middle District of Louisiana seeks applications from qualified candidates for the position of Chief Deputy Clerk (Type II). The court is comprised of one full-time Bankruptcy Judge and chambers staff and the Clerk's Office staff of twelve employees. The Court is in downtown Baton Rouge and has no divisional offices.

This is a senior-level management position reporting directly to the Clerk of Court and has regular interactions with the judge, members of the bar, trustees, and the public. Under the direction of the Clerk, the Chief Deputy manages the operations and administrative activities of the Clerk's Office and assists in the performance of the statutory duties of the office. The Chief Deputy assists the Clerk in providing management and leadership of all non-judicial functions and activities of the court including case management, quality control, procurement finance, budget, human resource management, information technology, public relations and communications, training and development, and strategic planning.

REPRESENTATIVE DUTIES:

- Manage staff responsible for administrative services, operations, and information technology.
- Review and make recommendations related to the local rules and other case processing procedures.
- Promote and maintain the integrity of official records in the custody of the court.
- Devise, implement, and perfect administrative and managerial techniques, systems, methods, programs and procedures.
- Foster an atmosphere of teamwork by valuing teammates and their suggestions and encouraging their growth and development.
- Work with the Clerk, judge, staff, bar, and the public to improve the delivery of court services.
- Work and partner with the Administrative Office of the U.S. Courts, the Federal Judicial Center, The Office of the U.S. Trustee, other courts, and bar associations on a variety of issues necessary to court activities.

- Review and analyze organizational structure, reporting relationships and functional assignments to meet current and future organizational needs.
- Interpret and implement applicable statutes, rules and guidelines, including the Guide to Judiciary Policy, and local internal policies and controls.
- Perform other related duties that the court may require.

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.

INFORMATION FOR APPLICANTS:

- Employees of the United States Bankruptcy Court serve under excepted appointments and are considered "AT WILL" employees.
- A full government background investigation, including an FBI fingerprint and criminal records check, will be conducted. 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. How did you resolve the issue?

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

United States Bankruptcy Court

Attn: Human Resources

Confidential Announcement #2020-2

707 Florida St., Rm.119

Baton Rouge, LA 70801

or

via email to:

humanresources@lamb.uscourts.gov

Email subject line should reference Confidential Announcement #2020-2. Documents sent via e-mail must be in Adobe Acrobat (.pdf) format.