



Position Announcement

Position: Chief Deputy Clerk
Opening Date: September 1, 2015
Salary Range: \$116,021 - \$150,830
Location: Burlington, Vermont
Announcement Number: 2015-02

Organization: United States Bankruptcy Court
Closing Date: Open Until Filled
Classification Level: JSP 15
Position Status: Full-Time Permanent

Salary dependent upon qualifications and experience, including court preferred skills.

The United States District and Bankruptcy Courts for the District of Vermont have proposed consolidating the Clerk's Offices for the two court units. If consolidation is approved, the position of Chief Deputy Clerk for the Bankruptcy Court would transition to the Chief Deputy Clerk of Operations for the consolidated court. The incumbent would become a member of a three-person senior management team led by the Clerk of Court and including a Chief Deputy Clerk of Administration. The duty station would remain Burlington and the salary would not decrease as a result of the proposed consolidation.

Position Description

The Office of the Clerk for the United States Bankruptcy Court for the District of Vermont provides administrative, operational, and technical support to the federal bankruptcy court in Vermont. 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 Clerk is responsible for the day-to-day operation 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, internal controls, property and procurement, emergency preparedness, and training. The Chief Deputy Clerk analyzes the quality and quantity of work and takes or recommends corrective actions; makes recommendations to the Clerk of Court on various management matters; implements and refines policies and procedures to enhance the productivity and effectiveness of the Clerk's Office; assists in organizational and strategic planning; evaluates the performance of staff; and prepares special studies and narrative reports. The Chief Deputy Clerk assists with the application of the Guide to Judiciary Policy, Bankruptcy Code and Rules, and Local Rules of the Court. The Chief Deputy Clerk is the alternate Certifying Officer for the Court.

Qualification Requirements

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.

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. Some educational substitutions may apply.

Candidates must demonstrate the leadership, analytical, and interpersonal skills necessary to successfully manage a complex organization, including 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. Managerial experience in the federal judiciary is highly desired; experience in bankruptcy court operations preferred.

Employee Benefits

In contrast to executive branch agencies whose employees are in competitive service, judicial branch employees serve under excepted appointments and are not subject to the employment regulations of competitive service. However, judiciary employees are entitled to benefits similar to those of other federal government employees including paid vacation, sick leave and holidays, coverage under the FERS retirement system, Thrift Savings Plan (similar to a 401(k) plan with matching employer contributions for most employees), health insurance, dental insurance, vision insurance and group life insurance. Supplemental benefit programs for judiciary employees include FEGLTD group disability insurance, CNA group long term care insurance and a flexible benefit program.

Information for Applicants

Frequent travel to Rutland, Vermont during an initial training / orientation period is required. Travel to divisional offices and to locations outside of Vermont for conferences, meetings and training is also required.

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 background investigation. Continued employment will depend upon the successful completion and favorable determination of the investigative results.

Judiciary employees must adhere to a Code of Conduct. 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. Relocation assistance is not available.

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.

- 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.

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, salary history, and three professional references;
- a cover letter and narrative statement not exceeding three (3) pages addressing the following: 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.

***** Submit application materials to: *****

By email: HR@vtd.uscourts.gov
Subject: Chief Deputy Clerk Position
(PDF or Word format)

By mail: U.S. District Court
Attn: Chief Deputy Clerk Position
P.O. Box 945
Burlington, VT 05402-0945

The U.S. Bankruptcy Court is an EQUAL OPPORTUNITY EMPLOYER.