



**UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF PENNSYLVANIA
Ronald Reagan Federal Building
228 Walnut Street Rm 320, Harrisburg, PA 17101
(717) 901-2800
and
274 Max Rosenn US Courthouse
197 S Main St., Wilkes-Barre, PA 18701
(570) 831-2500**

VACANCY ANNOUNCEMENT #13-01

Position Title: Chief Deputy Clerk (Type II)
Location: Wilkes-Barre, Pennsylvania
Position Type: Full-Time, Permanent
Salary Range: JSP 14-16 (\$96,690 - \$165,300) Depending upon qualifications, experience and salary history. Promotion potential to JSP 16.
Date Opened: **July 31, 2013**
Date Closed: **August 30, 2013**

The Clerk's Office of the United States Bankruptcy Court for the Middle District of Pennsylvania is accepting applications from qualified applicants for the position of Chief Deputy Clerk. This position is located in the Clerk's Office of the U.S. Bankruptcy Court in Wilkes-Barre, Pennsylvania. The Clerk's Office supports three bankruptcy judges and serves thirty-three (33) counties in Pennsylvania and has offices located in Harrisburg and Wilkes-Barre. Currently, the Clerk's Office has thirty-two (32) employees.

Position Overview:

The Chief Deputy Clerk is an executive-level position that serves as second-in-command to the unit executive and has regular interaction with judges, high-level officials of other organizations and agencies, and members of the bar and public. The Chief Deputy Clerk assists in organizational planning and management of operations; develops, implements and manages district-wide projects, policies and initiatives; consults with and makes recommendations to the Clerk of Court on various management matters; and evaluates the performance of staff, as assigned by the Clerk of Court. The Chief Deputy Clerk is responsible for the management of daily operations including the following: case management, information technology, courtroom services, finance and procurement, budget, space and facilities projects, statistical analysis and reporting, human resources and training. In the absence of the Clerk, the Chief Deputy assumes the duties and responsibilities of the Clerk. Travel within the district is required. Additional travel may be required to the Administrative Office in Washington, D.C., or to other Court units, etc.

Minimum Qualification Requirements:

Interested applicants must have a bachelor's degree from an accredited educational institution and must have a minimum of six years of progressively responsible experience in administrative, professional, investigative, technical or other responsible work which provided an opportunity for the applicant to gain (a) a general knowledge of management practices and administrative processes, (b) skill in dealing with others in person-to-person work relationships and © the ability to exercise mature judgment (general

experience). At least three of the six years of experience must have been progressively responsible experience in administrative, supervisory, managerial, or professional work, which provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of management (specialized experience). At the JSP grade 12 level and above, one year of the required specialized experience must have been at, or equivalent to, the next lower grade in the federal service.

Additionally, applicants must possess excellent oral and written communication skills; excellent interpersonal and leadership skills; and demonstrate strong organizational, prioritizing and problem-solving skills. The successful candidate must have knowledge of sound financial controls and policies, and a working knowledge of legal terminology and procedures. Candidates must also possess the ability to exercise mature judgment, possess high ethical standards, a positive work attitude and the ability to work harmoniously with others in a team-oriented environment.

Desirable Qualifications:

Interested applicants with federal court experience, including management of court operations is preferred. A working knowledge of the Bankruptcy Code and Rules, as well as broad automation skills and an understanding of electronic case management systems are highly desirable. A postgraduate degree in public, judicial, or court administration is also desirable.

Educational Substitutions:

Education above the high school level in accredited institutions may be substituted for the general experience on the bases on one academic year (30 semester or 45 quarter hours) equals nine months of experience. Completion of one academic year of graduate study in an accredited university in such fields as business or public administration, political science, criminal justice, law, management, or related field, may be substituted for one year of specialized experience. Completion of a master's degree or two years of graduate study in an accredited university in such fields as business or public administration, political science, criminal justice, law, management, or related field—or completion of a Juris Doctor (JD) degree—may be substituted for two years of specialized experience.

Employee Benefits:

Employees of the United States Bankruptcy Court are not subject to the regulations of the Civil Service Commission. They are, however, federal employees of the Judicial Branch and in this position the incumbent will be entitled to the same benefits as other federal government employees. These benefits include:

- 13 days paid vacation for the first three years of full-time employment. Thereafter, 20 to 26 days/year, dependent upon length of federal service; 13 days of paid sick leave per year (unlimited accumulation); and 10 paid holidays per year.
- Optional participation in the Federal Employees Health Benefit Program, Dental and Vision insurance, Group Life Insurance and Long Term Care Insurance.
- Optional participation in the Thrift Savings Plan (similar to a 401K plan) and a Flexible Spending Program (pre-tax flexible spending account for health care, dependent care, and commuter/parking costs).
- Mandatory participation in the Federal Employees Retirement System and the Social Security Retirement Program.
- Creditable service time in other federal agencies or the military will be added to judiciary employment.

Applicant Information:

- Applicants must be a U.S. citizen or be eligible to work in the United States.
- Employees of the United States Bankruptcy Court are “At Will” employees and are required to adhere to a Code of Conduct for Judicial Employees.

- The selected candidate will be subject to a ten-year mandatory background investigation and FBI fingerprint check as a condition of employment. Every five years thereafter, the selected applicant will be subject to an updated investigation similar to the first one.
- All appointments subject to mandatory electronic funds transfer for payment of net pay.
- Applicants selected for interviews must travel or relocate at their own expense.
- The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, any of which actions may occur without prior written notice or other notice.

How to Apply:

Qualified candidates should submit: (1) cover letter indicating how your education and/or experience relate to the duties and responsibilities of this position; (2) resume detailing qualifications, experience, and salary history; (3) names, addresses, and phone numbers of three professional references; (4) completed AO-78 Application for Judicial Branch Federal Employment. Please submit all documents via e-mail in WordPerfect, Word or Adobe Acrobat (.PDF) format to:

PAMB_HR_Jobs@pamb.uscourts.gov (please include #13-01 in the subject line)

Applications for Judicial Branch Federal Employment (AO-78) may be accessed at the following link:
<http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>

Due to the volume of applications received, the U.S. Bankruptcy Court will only communicate with those individuals who will be tested or interviewed for the position. Only qualified applicants will be considered.

The United States Bankruptcy Court is an Equal Opportunity Employer