

United States Bankruptcy Court Northern District of Ohio



Vacancy Announcement #16-03

Position: Clerk of Court

Location: Cleveland, Ohio

Salary/Grade: JSP 17/18 (\$164,347-\$190,549)

Position Type: Full-Time, Permanent

Opening Date: October 11, 2016

Closing Date: November 11, 2016

The United States Bankruptcy Court for the Northern District of Ohio is seeking qualified applicants for the position of Clerk of Court. The Clerk of Court is appointed by the eight bankruptcy judges and has overall management authority and responsibility for the non-judicial components of the court. The Clerk works closely with the chief bankruptcy judge in assuring that the administrative and operational needs of the court are effectively and efficiently met. The Clerk supervises a staff of 58 clerk's office employees located in Akron, Canton, Cleveland, Toledo and Youngstown. As the Court Unit Executive, the Clerk is also responsible for providing administrative support services in the areas of budget and financial management, human resources, information technology, and space/facilities. The Clerk serves at the pleasure of the bankruptcy judges and is responsible for performing the statutory duties of the position, pursuant to 28 USC § 156 (e) and (f). Exceptional communication and interpersonal skills, along with a proven track record of leadership and accomplishment are required, preferably in a court environment.

Representative Duties:

- creating a vision of excellence through strategic planning in an environment of limited and decreasing resources
- creating and maintaining a culture that values human resources and the contributions necessary to maintain a good customer service based organization
- directing staff responsible for the processing of bankruptcy cases
- promoting and maintaining the integrity of official records in the custody of the Clerk
- 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
- providing the administrative and operational infrastructure necessary to achieve the court's mission including hiring, assigning, and training of personnel efficiently and effectively
- preparing and managing the court's annual budget, which includes budgetary and staffing projections

- directing the court's financial services function including purchasing, collecting fees, authorizing expenditures, accounting and any other fiscal responsibilities in accordance with statutory requirements and maintaining and updating internal control procedures
- managing space and facilities and working with the General Services Administration
- 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
- managing the Employment Dispute Resolution Plan (EDR Plan)
- consulting with and making recommendations to the judges regarding court policies and procedures
- performing other duties as assigned

Qualifications:

- A bachelor's degree in public, business or court administration (or other related field) from an accredited college or university
- 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
- Federal or state court experience is highly desirable along with a working knowledge of the Federal Rules of Bankruptcy Procedure, and a general understanding of court operations and administration
- Ability to successfully lead with a vision; sustain a high level of organizational excellence; articulate management priorities
- Ability to foster strong and effective working relationships; work collaboratively with others
- Exceptional communication and interpersonal skills
- A proven record of leadership and accomplishments are required, preferably in a court environment
- Excellent judgment and proven problem solving abilities; demonstrated ability to gather and analyze relevant data
- Ability to adapt to and lead change as directed by the Court
- Exceptional presentation skills and the ability to effectively interface with judicial officers
- Ability to effectively coach, develop, direct, and manage a skilled, service-oriented team
- Experience in promoting a culture of high performance and continuous improvement
- Availability to travel, which includes some overnight stays

Preferred Qualifications: Graduate degree in business administration, legal studies, other related field, or Juris Doctor degree.

Conditions of Employment:

Employees of the United States Courts are not included in the government's Civil Service classification and are considered "at will" employees.

Applicants must be United States citizens or lawful permanent residents actively seeking citizenship. Applicants will be required to submit to a background investigation, which includes professional references, criminal history, and credit history, prior to an offer of employment. The person selected for this position will also be required to submit fingerprints for a ten-year FBI background check. Employment is provisional pending the successful completion of the

background investigation. All information provided by applicants is subject to verification. Applicants are advised that false statements or omission(s) of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

Benefits:

The United States Bankruptcy Court offers a generous benefits package to full-time permanent employees which includes:

- 10 Paid Federal Holidays
- 13 Days Paid Vacation (per year for the first three years)
- 20 Days Paid Vacation (after three years)
- 26 Days Paid Vacation (after fifteen years)
- 13 Days Paid Sick Leave
- Medical, Dental, Vision Coverage
- Life Insurance
- Thrift Savings Plan with matching funds (401k & Roth 401k style)
- Participation in Federal Employees Retirement System (FERS-FRAE)
- Health, Dependent, & Commuter Reimbursement Programs
- Public Transit Subsidy Program
- Long-Term Care Insurance

The Federal Financial Management Reform Act requires direct deposit of federal wages.

Application Process:

Qualified applicants are invited to submit a letter of interest, a detailed resume and a completed AO-78 Application for Judicial Branch Federal Employment (available on the court's website at www.ohnb.uscourts.gov). **A letter of interest, resume, three professional letters of reference, and the AO-78 application** should be emailed in PDF format to: resumes@ohnb.uscourts.gov or submitted to the mailing address listed below. **Application packets should be received by 11:59 PM on Monday, November 14, 2016.** Application packets must be complete to be considered.

Submissions can be mailed to:
**U.S. Bankruptcy Court
Northern District of Ohio
Attn: Human Resource Department #16-03
201 Superior Avenue
Cleveland, OH 44114-1235**

Applicants selected for an interview must travel at their own expense. Only those applicants selected for an interview will be contacted.

This agency provides reasonable accommodations to applicants with disabilities.

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, if a closing date is shown, any of which actions may occur without prior notice.

The United States Bankruptcy Court is an Equal Opportunity Employer