



United States Bankruptcy Court
District of Delaware
824 Market Street
Wilmington, DE 19801
www.deb.uscourts.gov

Career Opportunity
Vacancy Announcement #16-02

Position: Clerk of Court

Salary Range: JSP 16 - JSP 17
\$147,333-\$195,919
(Commensurate with Qualifications)

Duty Location: 824 N. Market Street, Wilmington, DE 19801

Opening Date: April 7, 2016

Closing Date: May 9, 2016

Approximate Start Date: **September 1, 2016**

Position Overview:

The United States Bankruptcy Court for the District of Delaware is seeking a senior level executive with experience as an administrator of a large, diverse, and innovative organization to serve as the Clerk of Court for one of the nation's busiest bankruptcy courts. Exceptional communication and interpersonal skills, along with a proven record of leadership and accomplishment, are required, preferably in a court environment. Experience in the federal judiciary is preferred, with operational knowledge of the courts, office automation, including automated case management systems, and a working knowledge of the Federal Rules of Bankruptcy Procedure and adversary experience.

About the Court:

The United States Bankruptcy Court for the District of Delaware is located in Wilmington, Delaware. The court has six judges. The court is one of the busiest bankruptcy courts in the United States, handling a high volume of complex Chapter 11 cases.

Duties & Responsibilities include but are not limited to:

The Clerk of Court is appointed by the bankruptcy judges and has overall management authority and responsibility for the non-judicial components of the Court. The Clerk occupies the highest non-judicial position in the Court and works closely with the Chief Judge in assuring that the administrative and operational needs of the court are effectively and efficiently met. The Clerk supervises a staff of 42 clerk's office employees and provides operational support to six bankruptcy judges. The Clerk is also responsible for providing administrative support services in the areas of human resources, systems technology, space, facilities, budget, and court staff, including the Office of the Clerk. The Clerk serves as the Court's liaison to and works cooperatively with the District Court, federal and local government agencies, bar groups, media representatives, and the public. The Clerk serves at the pleasure of the bankruptcy judges and is responsible for performing the statutory duties of the Office of the Clerk pursuant to 28 U.S.C. §156(e) and (f).

The Clerk of Court performs duties which include, but are not limited to:

Working closely with the Chief Judge and other Judges regarding court administration policy;

Creating a vision of excellence through strategic planning in an environment of limited and decreasing resources;

Providing the administrative and operational infrastructure necessary to efficiently and effectively achieve the court's mission including hiring, assigning, and training of personnel;

Creating and maintaining a culture that values human resources and the contributions necessary to maintain a good customer services based organization;

Directing the processing of bankruptcy cases and adversary proceedings;

Promoting and maintaining the integrity of official court records in the custody of the Clerk;

Directing and overseeing the court's property, procurement, and financial management programs, and ensuring proper oversight in the development, revision, and maintenance of internal control procedures;

Preparing and managing the court's annual budget, which includes budgetary and staffing projections;

Facilitating the court's use of technology and automation;

Analyzing and making recommendations on statutes, local rules, and procedures affecting the operation of the court;

Directing development and administration of comprehensive emergency preparedness plans;

Coordinating and preparing statistical studies and reports as required by the court, the circuit, the Administrative Office of the US Courts, and the Judicial Conference of the United States;

Serving as the Court's Public Information Officer;

Performing special duties as directed.

Qualifications:

This position requires a minimum of ten years of progressively responsible administrative experience in public service or business which provides a thorough understanding of organizational, procedural, and human aspects in managing an organization.

At least three of the ten years of experience must have been in a position of substantial management responsibility. Such experience should include operational knowledge of the courts, financial management, space and facilities management, human resources management, oversight of information technology, and long and short-range planning.

A bachelor's degree is required and preference may be given to candidates whose bachelor's or post-graduate degree is with an emphasis in government, judicial, public or business administration or a related field. A J.D. and bankruptcy experience is beneficial.

Application Procedure:

Qualified applicants may apply via email to deb_clerk@deb.uscourts.gov

Applications must contain: - (1) a cover letter; (2) a resume that details experience and qualifications; (3) a completed Application for Judicial Branch Federal Employment (Form AO78), and (4) a concise narrative of no more than two pages describing the applicant's leadership style, vision, values. Include answers to the following questions:

1. What is your management style or philosophy? Provide examples that demonstrate how you have applied this style or philosophy in your current and prior jobs.
2. What do you think an organization today needs to do to prepare for the future? How would you help to prepare the Court for the future if you were selected?

The Application for Judicial Branch Federal Employment (Form AO78) is available at <http://www.uscourts.gov/forms/AO078.pdf>

Notice to Applicants:

Only electronic application documents will be reviewed for consideration. Applicants who fail to submit all required documentation or who submit application materials through any other means, other than as provided above, will not be considered.

Due to the volume of applications received, the court will communicate only to those individuals who will be interviewed for this position.

Applicants selected for the initial interview will be required to submit three letters of professional reference prior to their scheduled interviews.

There is no reimbursement for expenses associated with interviews or relocation.

Benefits:

Federal Judiciary benefits include paid vacation, sick leave and holidays; participation in federal health insurance, life insurance and retirement programs, include the Thrift Savings Plan (tax-deferred retirement savings and investment plan with matching contributions); supplemental dental and vision insurance, and flexible benefit and commuter programs. An overview of Federal Judiciary benefits is accessible at:

<http://www.uscourts.gov/Careers/BeneFitForLife.aspx>

Miscellaneous:

Judiciary employees serve under "excepted" appointments and are considered "at-will" employees. The initial appointment to this position is provisional pending the successful completion of the required background checks or investigations. Direct deposit is required for payment of compensation for employees. Applicants must be United States citizens or eligible to work in the United States. We provide reasonable accommodations to applicants with disabilities.

The Court requires employees to adhere to the Code of Conduct for Judicial Employees which is available at <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct>

The United States Courts is an Equal Opportunity Employer.

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 written notice or other notice.