



**UNITED STATES BANKRUPTCY COURT
DISTRICT OF MARYLAND
OFFICE OF THE CLERK**

www.mdb.uscourts.gov

MARK A. NEAL
Clerk of Court

Thomas C. Kearns
Chief Deputy

**VACANCY ANNOUNCEMENT
DIVISION MANAGER**

ANNOUNCEMENT NUMBER: 17-09

APPOINTMENT: Permanent, Full-time

LOCATION: Baltimore, Maryland

AREA OF CONSIDERATION: Open to all.

OPENING DATE: November 6, 2017

CLOSING DATE: The position is open until filled. First preference will be given to qualified applicants whose applications are received by November 27, 2017

SALARY RANGE: \$48,428 - \$103,650
(CL 26/27/28)

WHO WE ARE:

The mission of the United States Bankruptcy Court for the District of Maryland is to **“Promote social and economic order by reconciling the opportunity of debtors to a fresh start with the right of creditors to be paid.”** This mission is the driving force behind our team-based, progressive, goal-oriented organization that is also guided by its core values and principles. The court is committed to providing optimal customer service through the promotion of quality, productivity, staff development and partnership with stakeholders. The court has seven active judges, three recalled judges, and a Clerk’s Office staff of over 50 employees. Additional information about the court is available on our website at www.mdb.uscourts.gov.

POSITION OVERVIEW:

The Clerk’s Office is in search of an individual to fill the position of Division Manager to support the Baltimore Office for the U.S. Bankruptcy Court for the District of Maryland. The incumbent, who will report directly to the Director of Operations, will assist in the management of the daily operations of the division. The individual must be detail-oriented, self-motivated, well organized, and be able to multitask in a fast-paced team environment. The incumbent also must have excellent interpersonal and communication skills as well as a pleasant, professional demeanor.

REPRESENTATIVE DUTIES:

- Providing direct supervision to operations support.
- Assisting with performance assessments of staff.
- Coordinating orientation and training for new staff and training for existing staff.
- Serving as liaison with trustees and the U.S. Trustee’s office.
- Overseeing the bankruptcy court intake function.

- Planning, analyzing and addressing work processes and organizational needs.
- Attending and participating in meetings of the Executive Management Team (EMT), with appropriate follow-up on action items.
- Collaborating with the Greenbelt Division Manager and coordinating with Greenbelt based staff to ensure consistent high quality operations between divisions.
- Assisting with the administration of the bankruptcy Debtor Assistance Program.
- Providing support services to four judges and three recalled judges.
- Providing back-up to Case Administrator I and Case Administrator II functions on an as needed basis.
- Completing other duties as assigned.

QUALIFICATIONS:

Three years of progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation.

Preferred Qualifications

Experience with bankruptcy law, procedures, rules, and terminology is preferred. Management experience is strongly preferred. A college degree from an accredited institution is also preferred.

CL 26/27/28 – Three years specialized experience including at least one year equivalent to work at the next lower grade level.

BENEFITS:

Judicial Branch employees are "at will" employees and are not subject to the employment regulations of competitive service. However, judiciary employees are entitled to benefits similar to those of other government employees including: paid annual and sick leave, ten paid holidays per year, health and life insurance, a flexible benefits program, participation in the Thrift Savings Plan (similar to a 401K plan, with employer matching) as well as participation in the Federal Employees Retirement System, flexible work schedule, and a professional environment. Salary will be based on experience and qualifications. Electronic Funds Transfer (EFT) for payroll deposit is required.

CONDITIONS OF EMPLOYMENT:

Applicants must be United States citizens or lawful permanent residents actively seeking citizenship. As a condition of employment, the selected candidate must successfully complete a background check. Employment will be considered provisional pending the successful completion of the background check and a favorable suitability determination.

HOW TO APPLY:

All interested persons must submit a **single** PDF containing:

- Cover letter;
- Resume;
- Completed AO 78 Application Form, which may be obtained at www.mdb.uscourts.gov;
- Copies of the two most recent performance evaluations; and
- The names and contact information for three professional references. Please note that by submitting the references, the applicant consents to those references being contacted.

Application packages must be emailed to Jobs@mdb.uscourts.gov (please include “Division Manager” in the subject line). **Please note that applications that are not submitted as a single PDF or are incomplete will not be considered.**

Interview travel expenses and relocation expenses will not be reimbursed. The court provides reasonable accommodations to applicants with disabilities. All employees are required to adhere to the "Code of Conduct for Judicial Employees," which is available for review upon request. The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position at any time, any of which actions may occur without any prior written or other notice. Please be aware that due to the volume of applications received, only candidates selected for an interview will be contacted.

THE COURT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER