



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

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MARK A. NEAL
Clerk of Court

DAVID J. SMITH
Chief Deputy

**VACANCY ANNOUNCEMENT
CHIEF DEPUTY CLERK (TYPE II)**

ANNOUNCEMENT NUMBER: 16-01

LOCATION: Baltimore, Maryland

OPENING DATE: February 19, 2016

SALARY RANGE: \$128,082 – \$170,400
(JSP 15 – JSP 16)

If appointed at the JSP 15 grade, the selected candidate will be eligible for promotion to the JSP 16 grade once eligibility requirements are met.

APPOINTMENT: Permanent, Full-time

AREA OF CONSIDERATION: Open to all qualified applicants.

CLOSING DATE: The position is open until filled. First preference will be given to applicants whose applications are received by March 4, 2016.

Position Overview:

The United States Bankruptcy Court for the District of Maryland is seeking qualified applicants for the full-time position of Chief Deputy Clerk. The court has six active judges, two recalled judges, and one vacant judgeship as well as a Clerk's Office staff of 55 employees. The court has divisional offices in Baltimore and Greenbelt. The Chief Deputy Clerk (Chief Deputy) is a senior-level management position reporting directly to the Court Unit Executive/ Clerk of Court (Clerk). The position is located in the Baltimore office. Periodic travel to the Greenbelt office as well as to other locations for meetings and training is required.

Under the direction of the Clerk, the Chief Deputy manages the operations and administrative activities of the Clerk's Office and assists in the performance of the statutory duties of the office. The Chief Deputy assists the Clerk in providing management and leadership of all non-judicial functions and activities of the court including but not limited to: caseload; human resources; budget and finance; information technology; public relations/communications; training and development; and strategic planning. The Chief Deputy is a member of the Clerk's executive management team.

Representative Duties:

The Chief Deputy performs duties and responsibilities which include, but are not limited to, the following:

- Assists in creating a vision of excellence through strategic planning in an environment of limited and decreasing resources;

- Manages support services and staff, including: case administration, courtroom services, information technology, records management, statistical reporting, finance and budget management, space and facilities, training and development, strategic planning, and human resource management;
- Promotes and maintains the integrity of official records in the custody of the court;
- Assists in preparing and managing the court's annual budget and financial services in accordance with statutory and other requirements;
- Manages space and facilities and works with the General Services Administration;
- Conducts special studies and implements special projects related to court administration;
- Analyzes and makes recommendations on statutes, local rules, and procedures affecting the operations of the court;
- Advises the Clerk on matters affecting the functioning of the Clerk's Office;
- Reviews and analyzes organizational structure, reporting relationships, and functional assignments to meet current and future organizational needs;
- Devises, implements, and perfects administrative and managerial techniques, systems, methods, programs, and procedures;
- Establishes schedules and priorities for completion of work;
- Works with members of the bar and the public to improve the delivery of court services;
- Works with various governmental agencies on a variety of matters necessary to conduct court business; and
- Performs other duties as assigned.

Qualifications:

To qualify for the position of Chief Deputy, applicants must have a minimum of six years of progressively responsible administrative, professional, investigative, technical or other responsible work that provided an opportunity to gain: 1) a knowledge of management practices and administrative processes; 2) skill in dealing with others in person-to-person work relationships; and 3) the ability to exercise mature judgment. At least three of the six years of experience (specialized experience) must have been in a position of substantial administrative, supervisory, or managerial responsibility, where the incumbent can demonstrate effective leadership and employee relations expertise. One year of the experience must have been at, or equivalent to, the next lower grade in federal service.

Education above the high school level in accredited institutions may be substituted for the experience requirement where one academic year 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 areas of business or public administration, political science, criminal justice, law, or related field, or completion of a Juris Doctor (J.D.) may be substituted for two years of specialized experience.

Additionally, the court's preferred qualifications are:

- Federal or state court experience; experience in bankruptcy court administration and operations is highly desirable;
- General understanding of court operations and administration, with the ability to successfully lead with vision, the ability to sustain a high level of organizational excellence, the ability to articulate management priorities, and the ability to foster strong and effective working relationships;
- Exceptional communication and interpersonal skills, along with a proven record of leadership and accomplishments in areas of human resources, budget and finance, and information technology in a court environment;
- Previous experience in managing court managers, administrative, and information technology staff;
- Knowledge of legal terminology and bankruptcy court procedures;
- Experience with the federal court case management electronic filing system;
- Proficient in Adobe and Microsoft Office (Word, Excel and PowerPoint) products with the ability to create spreadsheets, charts, graphs, and develop presentations; and
- A graduate or professional degree in public administration, business management, law, or related field.

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 ten-year background investigation with periodic updates every five years thereafter. Employment will be considered provisional pending the successful completion of the background investigation 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 last two 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 “Chief Deputy Clerk” in subject line).

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 note that due to the volume of applications received, only candidates selected to interview will be contacted.

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