

# United States Bankruptcy Court District of Massachusetts



## Vacancy Announcement

**Position:** Clerk of Court

**Location:** Boston, MA

**Salary/Grade:** JSP 16/17 (\$150,709-\$200,680)

**Position Type:** Full-Time, Permanent

**Opening Date:** November 15, 2016

**Closing Date:** January 9, 2017

The United States Bankruptcy Court for the District of Massachusetts is seeking qualified applicants for the position of Clerk of Court. The Clerk of Court is appointed by the five bankruptcy judges and has overall management authority and responsibility for the operation of the Clerk's offices and administrative 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, currently 42 clerk's office employees, located in Boston, Springfield and Worcester and provides administrative support to the five judges and a chambers staff of 10. 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, space/facilities and public relations. 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:**

- Directing Clerk's office staff responsible for the administration of and processing of bankruptcy cases
- Providing and maintaining the administrative and operational infrastructure necessary to achieve the court's mission including hiring, assigning, and training of personnel efficiently and effectively
- Overseeing and 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 staff responsible for automation and information technology services, statistical analysis and reporting requirements, inventory control, and human resources management
- Managing space and facilities projects and issues in coordination with the Circuit Executive's office and the General Services Administration
- Preparing and managing the Court's annual budget, which includes budgetary and staffing projections
- Consulting with and making recommendations to the judges regarding Court policies and procedures and strategic planning
- Working with various governmental agencies on a variety of matters necessary to conduct Court business
- Working with the Court, members of the Bar, and the public to improve the delivery of Court services
- Promoting and maintaining the integrity of official records in the custody of the Clerk
- Managing personnel issues and the Employment Dispute Resolution Plan (EDR Plan)
- Analyzing and making recommendations on statutes, local rules, and procedures affecting the operations of the Court
- Creating and maintaining a culture that values human resources and the contributions necessary to maintain a good customer service based organization
- Creating a vision of excellence through strategic planning in an environment of limited and decreasing resources
- 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; at least three of the 10 years of experience must have been in a position of substantial management responsibility.

- Federal or state court experience is highly desirable as well as 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; and articulate management priorities
- Ability to foster strong and effective working relationships both internally and externally
- Exceptional communication and interpersonal skills
- A proven record of leadership and accomplishments, 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 a 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 (per year after three years)
- 26 Days Paid Vacation (per year after fifteen years)
- 13 Days Paid Sick Leave (per year)
- Medical, Dental, Vision Coverage

Life Insurance  
Long Term Care Insurance  
Thrift Savings Plan with matching funds (401k & Roth 401k style)  
Participation in Federal Employees Retirement System (FERS-FRAE)  
Health, Dependent Care, & Commuter Reimbursement Programs  
Public Transit Subsidy Program

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

**Application Process:**

Qualified applicants must submit a letter of interest, a detailed resume, a completed AO-78 Application for Judicial Branch Federal Employment (available on the Court's website at [www.mab.uscourts.gov](http://www.mab.uscourts.gov)) and three professional references with complete contact information (address, telephone, email). These should be emailed in PDF format to: [hr@mab.uscourts.gov](mailto:hr@mab.uscourts.gov) or submitted to the mailing address listed below.

**Application Deadline:**

**Application packets must be received by 11:59 PM EST on Monday, January 9, 2017.**

Application packets must be complete to be considered.

Submissions can be mailed to:

**U.S. Bankruptcy Court  
ATTN: Personnel Dept.  
John W. McCormack POCH  
5 Post Office Square, Suite 1150  
Boston, MA 02109**

Applicants selected for an interview must travel at their own expense. Due to the volume of applications anticipated, the court will only communicate with those applicants who will be interviewed.

This court 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***