



**UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF NEW YORK**

Vacancy Announcement: 16-TBD-01

Position: Chief Deputy Clerk Type II

Location: To be determined

Position term: Full-time

Salary range: JSP 15 - 16 (\$117,376-\$170,400)(salary based upon experience and qualification)

Opening date: Immediately

Closing date: Until filled (Applications received prior to January 20, 2017 given preference)

Position Overview

The United States Bankruptcy Court for the Northern District of New York encompasses thirty-two (32) counties within New York State. It has three active Judges (one on recall) serving in three staffed divisional offices (Syracuse, Utica and Albany). There are thirty (30) clerk's office employees, including the Clerk and the Chief Deputy Clerk.

The Chief Deputy Clerk ("Chief Deputy") is a high-level management position that reports directly to the Clerk. The Chief Deputy supervises the performance of and compliance with the statutory duties of the office. The Chief Deputy oversees all administrative and supervisory functions that include: operations (including the court's case management/electronic case files system); courtroom services; information technology; court training initiatives; human resources; finance and budget; procurement; space and facilities; and security. The Chief Deputy will also be responsible for public relations communications, education, training and development (both internal and external) and strategic planning. The Chief Deputy is the alternate Certifying Officer for the Court. In the absence of the Clerk, the Chief Deputy assumes all of the functions and responsibilities of the Clerk. Regular travel, including occasional overnight travel, to divisional offices will be required.

Representative Duties

- Promotes and maintains the integrity of official records in the custody of the court.
- Prepares and submits employee appraisals in accordance with personnel policies.
- Troubleshoots and resolves personnel matters, and recommends the appropriate solutions.
- Advises on the application and compliance with the Guide to Judiciary Policy, Bankruptcy Code and Rules, Federal Rules of Civil Procedure and Local Rules of the Court.
- Serves as the co-chair of the Standing Local Rules Committee.
- Assists in preparing and managing the annual budget and internal control.

- Conducts special studies or coordinates and implements special projects related to court administration, operations and other areas, as may be requested by the Clerk.
- Monitors working conditions, including developing programs for the modernization of equipment, furniture, and physical layout best suited to meet the current and projected requirements.
- Establishes and adjusts long-range schedules, priorities and deadlines for completion of work assignments, and coordinates work schedules among subordinate units.
- Assigns and explains work requirements to subordinate levels of supervision for new or changed bankruptcy rules, statutory provisions, programs, functions, goals, and processes.
- Works with members of the bar and the public to improve the delivery of court services.
- Develop, implement and manage district-wide projects, policies and initiatives.
- Act as liaison and collaborate with chambers and career law clerks on judges' monthly meetings.
- Performs other duties, as assigned.

Qualifications

To qualify for the Chief Deputy position, applicants must have three years of general experience and three years of specialized experience. General experience includes progressively responsible administrative, professional, investigative, technical or other responsible work that provided an opportunity to gain: 1) a general knowledge of management practices and administrative processes; 2) skill in dealing with person-to-person work relationships; and 3) the ability to exercise mature judgment. Specialized experience includes progressively responsible experience in administrative, supervisory, managerial, or professional work that provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of management such that the incumbent demonstrates effective leadership and employee relations expertise. One year of the specialized experience must have been at, or equivalent to, the next lower grade in federal service. Some educational substitutes may apply.

Additional Qualification Requirements

Interested applicants must have a performance history that demonstrates proven skills in management practices and administrative processes and possess a working knowledge of legal terminology and procedures. In addition, the successful candidate must possess exceptional leadership skills and problem solving ability; strong organizational commitment; tact in handling workplace and employee relations issues; and a high degree of integrity. Understanding the use of technology in the workplace and the ability to communicate effectively both orally and in writing is essential.

Desirable Qualifications

- Undergraduate degree from a college or university of recognized standing.
- 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.).
- Understanding of electronic case docketing systems.
- Accounting experience, including familiarity with budget principles.
- Strong working knowledge of bankruptcy procedure.
- Experience in implementation and management of new technology/automation functions.
- Proficiency with Microsoft Word, Excel and PowerPoint.

How To Apply

Qualified candidates must submit the following:

- Cover letter.
- A resume detailing qualifications, experience, and salary history.
- Names, addresses, and phone numbers of three professional references.
- A completed AO-78 Application for Judicial Branch Federal Employment.
<http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>.
- A narrative statement not exceeding three (3) pages (double spaced) addressing the following: (1) your abilities and work experiences that exemplify your oral and written skills; (2) describe your strategy or approach for managing, leading, and communicating with staff, including remote staff; and (3) your experience managing multiple priorities and a high volume of work.

Please submit all documents via e-mail in a single PDF file to the following email address:

jobs@nynb.uscourts.gov

Benefits

Information about federal judiciary employee benefits and compensation can be found on the United States Courts website career page: <http://www.uscourts.gov/Careers.aspx>

Additional Information

- Employees of the United States Bankruptcy Court serve under excepted appointments and are "AT WILL" employees.
- The position of Chief Deputy Clerk is classified as "high sensitive." Employment will be considered provisional pending the successful completion of a background investigation.
- Judiciary employees must adhere to a Code of Conduct. Appointees may be removed from this position at any time if the candidate fails to perform at a satisfactory level. The first year of service will be probationary.
- The court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, at any time without prior written or other notice. Relocation assistance is not available.
- A mandatory electronic direct deposit of salary payments is required.
- Only candidates selected for interview will be contacted. Candidates for interviews must travel at their own expense or be interviewed via telephone or videoconference.
- Applicants must be a U. S. Citizen or eligible to work in the United States.
- Incomplete applications will not be considered.
- Due to the expected high volume of applicants for this position, the Northern District of New York will only make contact with those qualified applicants who will be invited for an interview.

**The United States Bankruptcy Courts for the Northern District of New York is
an Equal Opportunity Employer**