



**United States Bankruptcy Court
Office of the Clerk
Middle District of Florida**



**POSITION ANNOUNCEMENT
CHIEF DEPUTY CLERK, (TYPE II)**

Location: Tampa, FL

Announcement No. 21-09

Opening Date: September 20, 2021

Closing Date: Open until filled*

*First consideration given to applications received by October 1, 2021.

Position Start Date: January 3, 2022, (or December 6, 2021, with approved funding)

Starting Salary Range: JSP-16 (\$150,212 - \$183,300)

Starting salary commensurate with qualifications, experience, and salary history in accordance with U.S. Court Guidelines.

The United States Bankruptcy Court for the Middle District of Florida (Court) seeks qualified applicants for the senior level management position of Chief Deputy Clerk, Type II (Chief Deputy). The Court is one of the busiest bankruptcy courts in the nation, with nine authorized judgeships, and Clerk's Office and chambers staff of approximately 85 employees. The Court maintains Clerk's Offices in the U.S. District Courthouses in Jacksonville, Orlando, and Tampa, with a satellite courtroom in Fort Myers. The duty station will be Tampa, however, regular travel to the divisional offices is required and extended work hours may be required. Additional travel may be required to the Administrative Office in Washington, DC, to other court units, etc.

The Chief Deputy reports directly to the Clerk of Court (Clerk) and manages the day-to-day operational and administrative functions of the Clerk's Office. In the Clerk's absence, the Chief Deputy assumes all functions and responsibilities of the Clerk. The position requires an individual with the experience and leadership skills necessary to anticipate and resolve administrative and operational challenges with confidence and efficiency. The Chief Deputy oversees all administrative and supervisory functions of the Clerk's Office, including operations; courtroom services; information technology (including CM/ECF - the Court's case management/electronic filing system); human resources; training and development; finance and budget; procurement and facilities; and internal controls/audits.

The Court strives to grow and maintain a productive, progressive, and positive culture and recruits staff who will promote, reflect, and thrive in an environment that successfully meets the Court's mission statement: *"Our Court serves the public by processing and deciding bankruptcy cases with fairness, impartiality, and excellence, while treating everyone with dignity, integrity, and respect."*

REPRESENTATIVE DUTIES

The following representative duties are generalized examples of the Chief Deputy's major duties and responsibilities and do not reflect all duties assigned:

- Manages the day-to-day operations of the Clerk's Office.
- Provides leadership to managers, supervisors of assigned responsibilities, and the Clerk's Office's administrative staff through coaching, mentoring, feedback, providing resources, facilitating communication, and fostering teamwork.
- Establishes standards, prepares performance evaluations for direct reports, coordinates staff efforts, and monitors and ensures timely compliance with deadlines.

- Advises the Clerk on matters affecting the reporting units as well as the operational functions of the Court, including guidance on judiciary policy, explanations of processes, and potential consequences.
- Proposes, develops, communicates, and evaluates operational policies, procedures, and applicable court plans to enhance the productivity and effectiveness of the Clerk's Office.
- Oversees the receipt, handling, preparation, maintenance, storage, and control of all records and materials received in, created by, or processed through the Clerk's Office.
- Consults with judges, staff, and the Clerk; identifies and analyzes problems, and makes recommendations on operational and management matters.
- Develops organizational goals and objectives, priorities, and deadlines, and identifies needed areas of change.
- Oversees the financial functions of the Court that are processed through the Clerk's Office, including developing spending and budget plans, approving purchase requests, reconciling financial reports, accounting for fees, and serves as the alternate Certifying Officer.
- Manages Clerk's Office projects and oversees implementation of new programs and technologies, including overseeing updates to CM/ECF and other applications.
- Assists with and supervises preparation and submission of statistical reports and audits.
- Interprets and applies the appropriate statutes, rules, and operating procedures, including the Guide to Judiciary Policy, and local internal policies and controls.
- Participates in the recruitment, selection, training, promotion, discipline, and evaluation of staff members.
- Acts as a liaison and interacts with the Administrative Office, Federal Judicial Center, other courts, the bar, government agencies, judges, and the public to resolve complex issues.
- Performs other duties, special projects and assignments as needed for the Clerk.

QUALIFICATIONS

The successful candidate must possess strong leadership qualities, initiative, and the ability to coordinate and direct changes in procedures and personnel and articulate management priorities. The ability to identify and resolve problems, work effectively with both individuals and teams, and interact courteously and professionally with judges, attorneys, court staff and the public is essential. The person selected will be required to balance the demands of varying workload responsibilities and time sensitive deadlines. Demonstrated excellence in written and oral communications and strong interpersonal and analytical skills are essential.

Minimum Qualifications:

To qualify for this position, an applicant must possess a bachelor's degree from an accredited college or university. The position requires a minimum of six years of progressively responsible administrative, professional, or other responsible work that provided an opportunity to gain: (i) a general knowledge of management practices and administrative processes, (ii) skill in dealing with others in person-to-person work relationships, and (iii) the ability to exercise mature judgment. Additionally, three of the six years must be specialized experience that includes 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.

Preferred Qualifications:

- Understanding of the operational processes, infrastructure, organization, and system of governance in the federal court system.
- Experience with the federal courts' CM/ECF system.
- Accounting experience and/or familiarity with budget principles.
- Experience which required knowledge, interpretation, and application of court rules, procedures and/or statutes.

- Specific experience in bankruptcy court administration, operations, and knowledge of Bankruptcy Code is highly desired.

APPLICATION PROCEDURES

To apply for this position, qualified applicants must submit: (i) a cover letter addressing qualifications and relevant experience (limit 1 page); (ii) a detailed resume and salary history that includes your email address and daytime telephone number; and (3) a Form AO 78, Application for Judicial Branch Federal Employment, available on the [U.S. Courts website](#).

The complete application package must be submitted by email to jobs@flmb.uscourts.gov as a single, combined PDF file. Please reference “**Announcement No. 21-09**” in the subject line of the email.

For first consideration, applications must be received by October 1, 2021.

PLEASE NOTE: APPLICATIONS THAT ARE NOT SUBMITTED AS A SINGLE PDF OR ARE INCOMPLETE MAY NOT RECEIVE FURTHER CONSIDERATION.

GENERAL INFORMATION

- Applicants must be United States citizens or eligible to work for the United States Government. Only qualified applicants will be considered for this position. All information provided by applicants is subject to verification. False statements or omissions or the inability to meet the conditions of the position may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.
- Compliance with the Court’s Mandatory COVID-19 Vaccination Policy is a condition of employment.
- Relocation expenses may be reimbursed. Applicants selected for interviews must travel at their own expense.
- This position is classified as a high-sensitive position; appointment to this position is provisional and contingent upon the successful completion of an FBI ten-year background check investigation and suitability determination. Selectees are subject to updated background investigations every five years. All Court employees are “at will” employees, and the selected candidate may be removed from this position at any time if he or she fails to perform at a satisfactory level.
- All Court employees are required to adhere to the [Code of Conduct for Judicial Employees](#).
- 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, of which action may occur without any prior written notice. The Court will only communicate with the applicants who are selected for an interview. However, you may request an email confirmation of receipt of your application package.
- This Court provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative by email to jobs@flmb.uscourts.gov. The decision on granting reasonable accommodations will be made on a case-by-case basis.

EMPLOYEE BENEFITS

The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Court employees are not included in the Government's Civil Service classification. They are, however, entitled to similar benefits as other federal employees.

Ten Paid Holidays
Group Health, Dental, Vision and Life Insurance
Long-Term Care Insurance
Defined Benefit Pension Plan (FERS or FRAE)
Commuter Benefit Program
Employee Assistance Program

Vacation Leave and Sick Leave
Long-Term Disability Insurance
Health and Dependent Flexible Spending Accounts
Defined Contribution Plan (TSP) with
Employer Match

Local Benefits

Telework Opportunities
On-site Federal Occupational Nurse

Access to an on-site Fitness Center
Public Transit Subsidy

The United States Bankruptcy Court is an equal opportunity employer.