



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



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

Location: Tampa, FL

Announcement No. 25-03

Opening Date: January 10, 2025

Closing Date: Open until filled*

*First consideration is given to applications received by January 24, 2025.

Position Start Date: February 24, 2025, or March 10, 2025

Starting Salary Range: JSP 16-17 (\$171,795 - \$207,500)

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 a 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, 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 to anticipate and resolve administrative and operational challenges confidently and efficiently. 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, resource provision, communication facilitation, and teamwork.
- Establishes standards, prepares performance evaluations for direct reports, coordinates staff efforts, and monitors and ensures timely deadline compliance.

- Advises the Clerk on matters affecting the reporting units and the Court's operational functions, 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, 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 the implementation of new programs and technologies, including overseeing updates to CM/ECF and other applications.
- Assists with and supervises the 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 by 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 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 that required knowledge, interpretation, and application of court rules, procedures, and/or statutes.
- Specific experience in bankruptcy court administration and operations and knowledge of the Bankruptcy Code are highly desired.

Application Procedures

- Qualified applicants should submit a (i) cover letter addressing qualifications and relevant experience (limit 1 page), (ii) a detailed resume including any relevant postsecondary education work experience, (iii) a writing sample addressing the applicant's preferred leadership/management style (limit 1 page), and (iv) a completed [Federal Judicial Branch Application for Employment \(AO78\)](#) via email to FLMBHR@flmb.uscourts.gov (single PDF document). Please reference the vacancy announcement number and title in the subject of the email. Only complete packets will be considered. For first consideration, applications must be received by January 24, 2025.
- Applications may be reviewed as received. The Court reserves the right to modify the conditions of this job announcement or withdraw the announcement, which may occur without prior written or other notice. The Court will only communicate with those individuals who will be invited for an interview. 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.
- Accurate demographic information informs Judiciary diversity and inclusion efforts in several areas, including recruitment, talent management, training, and outreach. To enhance our ability to strategically design efforts to achieve equity and identify areas of needed engagement, improvement, and/or change, we ask that applicants selected for an interview complete the Voluntary Self-Identification Form AO-78B.
- To access additional information on Careers with the Judiciary, please visit <https://www.uscourts.gov/careers>.

Please Note: Applications not submitted as a single PDF or incomplete may not be considered.

Additional Information

- Applicants must be United States citizens or eligible to work for the federal government. All applicant information is subject to verification. Providing false and/or misleading information may be grounds for removal from the application and selection process, as well as disciplinary action if discovered after an individual's hire date. All Court employees are "at will" employees and the selected candidate may be removed from this position at any time if the employee fails to perform at a satisfactory level.
- All Court employees are required to adhere to the [Code of Conduct for Judicial Employees](#).
- This Court provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation for any part of the application and interviewing process, please email the local human resources representative to FLMBHR@flmb.uscourts.gov. The decision on granting reasonable accommodations will be made on a case-by-case basis.
- The position is subject to mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e., direct deposit).

Benefits

A career with the U.S. Courts provides employees with a comprehensive benefits package. Court employees and their families have access to a range of benefits that are designed to make your federal career very rewarding. Benefits include paid Vacation and Sick Leave, eleven (11) Paid Holidays per year, and retirement benefits such as a Defined Benefit Pension Plan and a Defined Contribution Plan with Employer Match ([TSP](#)). Optional benefits include Group Health, Dental, Vision, and Life Insurance, Long-Term Disability and/or Long-Term Care Insurance, and participation in the Court's Flexible Benefits Program. Local Court Benefits may include Telework Opportunities, an on-site Federal Occupational Nurse, access to an on-site Fitness Center, and a Public Transit Subsidy. Please visit <http://www.uscourts.gov/careers/benefits> to learn more.

THE U.S. BANKRUPTCY COURT FOR THE MIDDLE DISTRICT OF FLORIDA IS AN EQUAL OPPORTUNITY EMPLOYER