

United States Bankruptcy Court Middle District of Florida
Vacancy Announcement 25-02

POSITION: Clerk of Court
SALARY RANGE: JSP 17-18 (\$193,607 - \$224,178)
(Starting salary is commensurate with qualifications and experience)
DUTY STATION: Tampa, Orlando, or Jacksonville, Florida
OPENING DATE: November 18, 2024
CLOSING DATE: December 2, 2024, or until position is filled

Position Overview

The United States Bankruptcy Court for the Middle District of Florida seeks a highly qualified, senior level executive to serve as its Clerk of Court. The Clerk works in collaboration with and reports directly to the bankruptcy judges.

The Clerk is appointed by the bankruptcy judges and has overall management authority and responsibility for the non-judicial components of the court. The Clerk occupies the highest non-judicial position in the court and works closely with the judges in assuring the administrative and operational needs of the court are effectively and efficiently met. The Clerk provides operational support to ten bankruptcy judges and supervises approximately 70 court employees, and court offices in Tampa, Orlando, Jacksonville, and Fort Myers, Florida. 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, systems technology, space & facilities, and court staff. The Clerk serves as the court's liaison to, and works cooperatively with, federal and local government agencies, bar groups, media representatives, and the public. The Clerk serves at the pleasure of the bankruptcy judges and is responsible for performing the statutory duties of the Office of the Clerk pursuant to 28 U.S.C. § 156(e) and (f).

Position Duties & Responsibilities

- Work closely with the bankruptcy judges regarding court administration and policy;
- Oversee the day-to-day business of the court, including case management and electronic records;
- Develop and implement a strategic plan in all departments of the court to maintain and improve operations, efficiency, and compliance with 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.";
- Manage Clerk's office staff, including hiring, supervision, training, separation, and promotion of employees;
- Create and maintain a culture that values human resources and the contributions necessary to maintain a customer service based organization;

- Direct and oversee the court's financial services functions, including purchasing, collecting fees, authorizing expenditures, accounting, and any other fiscal responsibilities in accordance with statutory requirements;
- Ensure proper oversight in the revision and maintenance of internal control procedures;
- Oversee management staff responsible for supervising automation and information technology services, statistical analysis and reporting requirements, inventory control, and human resources management;
- Prepare and manage the court's annual budget, including budgetary and staffing projections;
- Facilitate the court's use of technology and automation;
- Analyze and keep current on statutes, local rules, and procedures affecting court operations;
- Direct development and administration of comprehensive emergency preparedness plans;
- Coordinate and prepare statistical studies and reports as required by the court, the circuit, the Administrative Office, and the Judicial Conference;
- Manage space and facilities and working with the General Services Administration (GSA);
- Serve as the court's public information officer;
- Work with the court, members of the bar, and the public to improve the delivery of court services;
- and
- Perform special duties as directed.

Qualification Standards

A bachelor's degree is required (preferably with an emphasis in government, law, accounting, human resources, business administration, or a related field). A Juris Doctor degree, or other graduate degree, also is preferred.

Candidates must have a minimum of ten (10) years of progressively responsible administrative experience in public service or business. At least three of the ten years' experience must be in a position of substantial management responsibility.

Preference may be given to candidates with federal judiciary experience, especially those familiar with the court system, office automation applications (including automated case management), legal terminology, the Federal Rules of Bankruptcy Procedure, and adversary proceeding case management.

Candidates should have excellent judgment, solid organizational and problem-solving experience, and outstanding oral and written communication skills. The successful candidate should be a leader and motivator who can clearly describe his or her demonstrative leadership style, vision, and values. The candidate should have strong presentation skills and the ability to effectively and collaboratively interface with and work with judicial officers. The candidate should have experience in promoting a culture of high performance and continuous improvement.

Procedure for Applying

Qualified candidates should email a current resume and cover letter, along with a Federal Judicial Branch Application for Employment (AO78) (available at <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>). Please provide the contact information, including an email address and daytime telephone number, for three professional

references. The submission must be emailed as a single PDF document with the subject “Clerk of Court” to: jobs@fmb.uscourts.gov.

Selection Process

The most suitable applicants will be invited to one or more interviews. Only applicants selected for interviews will be contacted by the court. No interview travel reimbursement will be provided. Upon appointment, the selectee is required to undergo a ten-year FBI background investigation, and subsequent favorability determination, and every five years thereafter will be subject to a re-investigation.

Benefits and Compensation

Benefits include paid vacation and sick leave, health benefits, life insurance, retirement benefits, and a tax-deferred savings plan. Information about federal judiciary employee benefits and compensation can be found on the United States Courts website career page: <https://www.uscourts.gov/careers>. Creditable service time in other federal agencies or the military will be added to judiciary employment.

Notice to Applicants

All applicants must be U.S. citizens or be eligible to work in the United States. This position is subject to mandatory participation in direct deposit for payroll.

The court reserves the right to modify the conditions of the job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice.

All court employees, including U. S. Bankruptcy Court for the Middle District of Florida Employees, are in the excepted service and are required to adhere to the Code of Conduct for Judicial Employees, which is available for review upon request. Judiciary employees are “at will” employees.

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