

**UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF KENTUCKY**



**Vacancy Announcement  
16-01**

**POSITION:** Clerk of Court  
**LOCATION:** Louisville, Kentucky  
**CLASSIFICATION:** JSP 16 – 17 (\$137,659 - \$183,303)  
(Commensurate with experience and qualifications)  
**CLOSING DATE:** April 1, 2016 by 5:00 p.m. EST

The United States Bankruptcy Court for the Western District of Kentucky is seeking a senior level executive with experience as an administrator for a diverse and innovative organization to serve as the Bankruptcy Court's Clerk of Court. The Western District of Kentucky includes the headquarters in Louisville and unstaffed divisional offices in Bowling Green, Owensboro and Paducah. Exceptional communication and interpersonal skills, along with a proven record of leadership and accomplishment, are required, preferably in a court or law-related environment. The Clerk of Court works in collaboration with and reports directly to the Chief Bankruptcy Judge.

**Representative Duties**

The Clerk of Court 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 Chief Judge in assuring the administrative and operational needs of the court are effectively and efficiently met. The Clerk supervises a staff of approximately 25 Clerk's Office employees and provides operational support to three Bankruptcy Judges. The Clerk is also responsible for providing administrative support services in the areas of human resources, systems technology, space and facilities, procurement, budget and finance. 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).

The Clerk of Court performs duties which include, but are not limited to

- working closely with the Chief Judge regarding court administration and policy;

- creating a vision of excellence through strategic planning in an environment of limited and decreasing resources;
- working closely with counterparts in District Court and Probation to manage shared administrative services;
- providing the administrative and operational infrastructure necessary to achieve the court's mission including hiring, assigning, and training of personnel efficiently and effectively;
- creating and maintaining a culture that values human resources and the contributions necessary to maintain a good customer service based organization;
- directing the processing of bankruptcy cases and adversary proceedings;
- promoting and maintaining the integrity of official court records in the custody of the Clerk;
- directing and overseeing the court's property, procurement, and financial management programs, and ensuring proper oversight in the development, revision, and maintenance of internal control procedures;
- preparing and managing the court's annual budget;
- supervising as well as reporting and accounting for all money received and processed through the office;
- facilitating the court's use of technology and automation;
- analyzing and making recommendations on statutes, local rules, and procedures affecting the operation of the court;
- reviewing and analyzing organizational structure, functional assignments and duties to prepare for current and future organizational needs and shifts;
- directing development and administration of comprehensive emergency preparedness plans;
- coordinating and preparing statistical studies and reports as required by the court, the circuit, the Administrative Office of the United States Courts, and the Judicial Conference of the United States;
- serving as the court's Public Information Officer;
- traveling periodically to divisional offices; and
- performing other duties as assigned.

### **Qualification Standards**

A bachelor's degree with an emphasis in government, judicial, public, or business administration or a related field is **required**. A post-graduate degree in these areas is preferred.

Candidates must have a minimum of 10 years of progressively responsible administrative experience (e.g., financial management, space and facilities management, human resources management, oversight of information technology, and long and short range planning) in public service or business which provides a thorough understanding of the organizational, procedural, and human aspects of managing an organization. At least 3 of the 10 years of experience must have been in a position of substantial management responsibility.

Experience in the federal judiciary is preferred, with operational knowledge of the courts, office automation, including automated case management systems, and a working knowledge of the Federal Rules of Bankruptcy Procedure and adversary proceeding case flow. Experience in court management, including personnel development and staff motivation is preferred.

Strong leadership qualities, a high degree of integrity, and excellent interpersonal and communication skills are necessary. Solid organizational, problem solving, and conflict resolution, as well as outstanding oral and written communication skills, are required. The ideal candidate should have experience in

personnel development and staff motivation, the ability to meet the public and work harmoniously with others, demonstrating a mature level of emotional intelligence.

### **Benefits**

The Federal Judiciary offers a comprehensive benefits package (includes paid vacation, sick leave and holidays; participation in federal health benefits, life insurance and retirement programs; supplemental dental and vision insurance, long term care plan options, flexible spending accounts and commuter benefit programs).

### **Information for Applicants**

- The most qualified applicants will be invited to one (or more) personal interviews with the court. Persons selected for interviews will be required to travel to the designated location at their own expense. The court is not authorized to reimburse candidates for travel or relocation expenses.
- Candidates progressing beyond the initial interview phase may be tested for eligibility.
- Prior to appointment, the selectee considered for this position is required to undergo an FBI Background Check and Investigation. The selectee may then be appointed provisionally, and retention will depend upon a favorable suitability determination of the background investigation. As a condition of employment, employees are subject to updated background investigations every five years.
- This position is subject to mandatory participation in electronic funds transfer (direct deposit) for payroll.
- Judiciary employees serve under excepted appointments and are considered at will employees. The first year of employment is considered a probationary period.
- The United States Bankruptcy Court is an Equal Opportunity Employer. Applicant must be a U.S. citizen or eligible to work in the United States.

### **Procedures for Applying**

To be assured consideration for this position, please submit the following:

- Resume
- Cover letter including a narrative that outlines qualifications, relevant experience, management style and philosophy
- Application for Judicial Branch Federal Employment (AO78)  
(The form may be accessed at [http://www.kywb.uscourts.gov/fpweb/pdf/ao\\_78.pdf](http://www.kywb.uscourts.gov/fpweb/pdf/ao_78.pdf))
- Contact information for at least three professional references knowledgeable of employment history, character and integrity

Documents must be submitted in PDF format to: [HR@kywb.uscourts.gov](mailto:HR@kywb.uscourts.gov)

*The court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without prior notice. Incomplete applications, as well as those not submitted electronically, will not be considered. For more information, please visit our website at [www.kywb.uscourts.gov](http://www.kywb.uscourts.gov)*