

UNITED STATES BANKRUPTCY COURT  
Western District of Kentucky  
Announcement Number 17-05



**POSITION:** Chief Deputy Clerk (Type II)

**LOCATION:** Louisville, Kentucky

**SALARY:** JSP 16 (\$139,899 - \$172,100)

**CLOSING DATE:** Tuesday, September 12, 2017 by 5:00 p.m. (Eastern Time)  
No late applications accepted

**POSITION OVERVIEW:**

The Chief Deputy Clerk Type II is a senior-level management position reporting directly to the Clerk of Court, and in the absence of the Clerk, assumes the functions and responsibilities of the Clerk. The Chief Deputy shares the responsibility for the supervision and management of daily operations, including case processing, financial operations, budget, statistical reporting, human resources, records maintenance, security, property management, procurement, and automation. The Chief Deputy works closely with the management team and all court staff.

**REPRESENTATIVE DUTIES:**

This position performs a full-range of high level functional duties as well as supervisory duties. Responsibilities of this position include, but are not limited to:

- Supervises and works closely with operations and administrative support staff to ensure efficient and effective delivery of court services. Establishes and adjusts goals, schedules, priorities and deadlines for completion of office-wide work assignments and coordinate work schedules among subordinate units. Completes evaluations of staff in accordance with the court's Performance Management Plan.
- Oversees the court's financial and procurement administration responsibilities according to the *Guide to Judiciary Policy* and serves as a Court Certifying Officer. Assures compliance with appropriate policies and procedures as well as operations within budgetary constraints.
- Advises the Clerk and judges on matters related to the financial aspects of the court's practices, and conducts required audit functions. Supervises the reporting and accounting of all money received in and processed through the office, including filing fees and copying fees.
- Collaborates with IT and operational staff to increase the court's effectiveness through technology. Assists the Clerk in planning for future technology needs, coordinates plans with anticipated workload trends, and stays current on emerging technologies. Assists the Clerk in organizational planning and long term management objectives. Formulates, recommends, implements and evaluates organizational structure, policy and procedures. Identifies needs for new policies and makes recommendations to the Clerk and judges.
- Interprets and applies the appropriate statutes, rules, and operating procedures, including the *Guide to Judiciary Policy* and local internal policies and controls. Monitors all areas for compliance, updates and implements new procedures and regulations accordingly.
- Works with various governmental agencies, other court units, the bar and members of the public on a variety of issues in support and furtherance of the mission of the Court.
- Performs other duties as assigned.

**QUALIFICATIONS:**

- Bachelor's degree in a related field from an accredited college or university. A master's degree in a pertinent field or Juris Doctor is preferred.
- Minimum of six years of experience, including at least three years of specialized experience in administrative, supervisory, managerial or professional work.
- Excellent verbal and written communication skills, strong organizational and problem-solving skills, exceptional interpersonal skills, integrity and the ability to maintain confidential information.
- Proven ability to lead by example and exhibit good judgement.
- Managerial experience in a court environment is preferred.

**BENEFITS:**

Judiciary employees are automatically enrolled in the Federal Employees Retirement System, earn annual and sick leave, and have ten paid holidays per year. Other optional benefits include enrollment in the Thrift Savings Plan with employer match and health, dental, vision, life and long-term care insurance plans. Credit is given for prior federal government service. Additional information on the U.S. Courts, the Judicial Code of Conduct, and federal benefits can be found at [www.uscourts.gov](http://www.uscourts.gov).

**INFORMATION FOR APPLICANTS:**

Applicant must be a U.S. Citizen or eligible to work in the United States. This position is regular and full-time and may require working in excess of a regular eight-hour day to support the operations of the court. Some travel will be required. Judiciary employees are not subject to the employment regulations of competitive service and are considered "at will" employees. Salary will be based on experience and qualifications. Electronic Funds Transfer (EFT) for payroll deposit is required.

As a condition of employment, an FBI background investigation is required.

**HOW TO APPLY:**

Qualified applicants should submit a letter of interest and detailed resume, via email to:

[HR17-05@kywb.uscourts.gov](mailto:HR17-05@kywb.uscourts.gov)

Emailed documents MUST be in a PDF format for acceptance. Incomplete submissions will not be considered. Travel and relocation expenses will not be reimbursed. Only the most qualified applicants will be interviewed.

For additional information on the United States Bankruptcy Court, visit our web site at [www.kywb.uscourts.gov](http://www.kywb.uscourts.gov).

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER