



**United States Bankruptcy Court  
Western District of Washington  
700 Stewart Street, Room 6301  
Seattle, WA 98101  
[www.wawb.uscourts.gov](http://www.wawb.uscourts.gov)**

**Vacancy Announcement**  
Announcement #10-03

Position: Chief Deputy Clerk (Type II)

Location: Seattle, Washington

Salary Range: JSP 11-16 (\$59,978 - \$162,900) Depending upon experience and qualifications (non-competitive promotion to JSP 16).

Opening Date: October 16, 2009

Closing Date: Open until filled. To ensure consideration, application should be received by November 13, 2009.

Area of Consideration: Nationwide

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The Clerk's Office of the United States Bankruptcy Court for the Western District of Washington serves an area of 21 counties. The Bankruptcy Clerk's Office, with 65 employees, has offices in Seattle and Tacoma, and supports five bankruptcy judges.

**Position Overview**

The Chief Deputy Clerk holds an executive level position which functions under the direction of the Clerk of Court and is responsible for the administration and management of the Clerk's Office. The incumbent assists in organizational planning and management of operations (including the court's case management/electronic case files system); develops, implements and manages district-wide projects, policies and initiatives; and oversees and works closely with court managers to ensure the effective delivery of services. The Chief Deputy Clerk's duty station is in Seattle, with travel to the Tacoma division office as needed. The Chief Deputy Clerk has regular interaction with judges, high level officials of other organizations and agencies, and members of the bar and the public. The Chief Deputy Clerk acts for the Clerk in his absence.

**Qualifications**

**General Experience (three years required)**

Progressively responsible administrative, professional, investigative, technical, or other responsible work which provided an opportunity to gain (a) a general knowledge of

management practices and administrative processes, (b) skill in dealing with others in person-to-person work relationships and (c) the ability to exercise mature judgment.

**Specialized Experience (three years required)**

Progressively responsible experience in administrative, supervisory, managerial, or professional work, which provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of management.

**Educational Substitutions**

Education above the high school level in accredited institutions may be substituted for the general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of experience.

Completion of one academic year (30 semester or 45 quarter hours) of graduate study in an accredited university in such fields as business or public administration, political science, criminal justice, law, management, or related field, may be substituted for one year of specialized experience.

Completion of a master's degree or two years of graduate study (60 semester or 90 quarter hours) in an accredited university in such fields as business or public administration, political science, criminal justice, law, management, or related field – or completion of a Juris Doctor (JD) degree – may be substituted for two years of specialized experience.

**Desirable Qualifications**

Applicants must have a work history that demonstrates proven skills in management practices and administrative processes and must possess a working knowledge of bankruptcy terminology and procedures. In addition, applicants must have a performance history that demonstrates strong organizational, prioritizing and problem-solving skills.

A bachelor's degree from an accredited college or university is desirable. In addition, a graduate degree in accounting, judicial, public or business administration, political science, criminal justice, law, management, or related fields from an accredited university is desirable.

**Other Information**

Applicant must be a U.S. citizen or national of a country with which the United States has a mutual defense treaty, as determined by the Department of State.

The position of Chief Deputy Clerk is considered an Executive High-Sensitive position. Employment will be considered provisional pending successful completion by the selected applicant of an initial Office of Personnel Management (OPM) Single Scope Background Investigation (SSBI). Periodic updates thereafter are required every five years for the Chief Deputy Clerk who has undergone an OPM SSBI under this policy.

The United States Bankruptcy Court requires employees to adhere to the Code of Conduct for Judicial Employees. Electronic fund transfer (direct deposit) participation for net pay is required. The conditions of this position announcement are subject to modification without prior notice being given.

## **Benefits Information**

Employees of the United States Bankruptcy Court are “at-will” employees and are ***not*** covered by the Office of Personnel Management’s civil service classifications or regulations. They are, however, entitled to similar benefits as other federal government employees. These benefits include:

- 13 days paid vacation per year for the first three years of full-time employment. Thereafter, 20 to 26 days per year dependent upon length of federal service;
- 13 days of paid sick leave per year (unlimited accumulation);
- 10 paid holidays per year;
- Subsidized medical coverage with pre-tax employee premiums;
- Group life insurance and long term care options;
- Flexible Benefits Program (pre-tax flexible spending for health care, dependent care and commuter/parking costs);
- Participation in the Thrift Savings Plan (similar to a 401K plan, with employer matching);
- Participation in the Federal Employees Retirement System;
- Eligibility for Long Term Disability Plan;
- Creditable service time in other federal agencies or the military, will be added to judiciary employment.

## **Application Procedure**

Applicants should complete an Application for Judicial Branch Federal Employment (Form AO-78); however, a detailed résumé is initially acceptable. A cover letter, including at least three professional references and salary history, should be included as well. Applicants should include in the cover letter a brief statement of why they are seeking the position of Chief Deputy Clerk and why they feel they are qualified for the position. They should include any special professional, occupational or other experience they have had which they feel should be considered by the review panel. Further, they should describe how their educational, legal, administrative and business experience has prepared them for this position. A form AO-78 must be completed by applicants selected for an interview. To obtain a copy of Form AO-78, visit <http://www.uscourts.gov/forms/AO078.pdf>.

Please submit a cover letter, résumé (or AO-78), and salary history in a PDF file to: [HR1\\_wawb@wawb.uscourts.gov](mailto:HR1_wawb@wawb.uscourts.gov) (Please have the subject line read: Position #10-03)

or by mail to:

U.S. Bankruptcy Court  
Human Resources, Position #10-03  
700 Stewart Street, Room 6301  
Seattle, WA 98101

Equal Opportunity Employer