

## CAREER OPPORTUNITY

### United States Bankruptcy Court, Western District of Washington VACANCY #23-04

<b>POSITION:</b>	<b>Chief Deputy Clerk (Type II)</b>	<b>POSITION AVAILABLE:</b>	March 1, 2024 (approximate)
<b>TYPE:</b>	Full-Time	<b>POSTING DATE:</b>	November 21, 2023
<b>DUTY STATION:</b>	Seattle, Washington	<b>CLOSING DATE:</b>	Open until filled – Submit your application by 1/7/2024 to ensure consideration. We will continue to review applications received after 1/7/2024 until the position is filled.
<b>SALARY RANGE:</b>	JSP 14-16 (\$129,451-\$178,582) <i>Pay is set based on qualifications and work experience. The position has a potential for a salary increase based on work experience.</i>		<b>Check the status of this position on the court's website at:</b> <a href="https://www.wawb.uscourts.gov/content/employment">https://www.wawb.uscourts.gov/content/employment</a>

The United States Bankruptcy Court for the Western District of Washington is seeking a highly qualified professional to serve as Chief Deputy Clerk. The Court has divisional offices in Seattle and Tacoma. The Clerk's Office currently has 29 full-time staff members and provides operational and administrative support to the Court's five bankruptcy judges and their chambers' staff.

#### **Position Overview**

The Chief Deputy Clerk is a senior-level executive position that functions under the direction of the Clerk of Court. The Chief Deputy Clerk serves as second-in-command to the Clerk, and has regular interaction with federal judges, other court units and federal agencies, members of the bar, trustees, and the public.

The position requires an individual with the experience, maturity, and leadership skills necessary to anticipate and resolve administrative and operational challenges with confidence and efficiency. The Chief Deputy Clerk assists with the day-to-day administration and management of the office, including staff development, change management to meet current and future needs of the Court, and making recommendations to the Clerk of Court on various management matters. Excellent communication skills, policy interpretation and application, and an understanding of the Clerk's statutory obligations are fundamental elements of this position.

#### **Duties and Responsibilities**

The Chief Deputy Clerk is the Clerk's primary advisor and is expected to implement the Clerk's vision, goals, and objectives. This position operates with a high degree of autonomy and is critical to overall management, planning, and decision-making within the Clerk's Office. In the absence of the Clerk, the Chief Deputy Clerk assumes the duties and responsibilities of the Clerk. Duties may include the following:

- Plan, develop, implement, and continually improve administrative and operations policies and procedures to enhance the productivity of the Court in a manner consistent with statutory obligations, the Guide to Judiciary Policy, and local internal controls.
- Assist with developing and executing strategic and long-range plans in an environment of limited and decreasing resources.
- Participate in financial decision-making including monitoring of the annual spending plan, budget allocations, overall staffing decisions and status of funds.
- Direct, train, mentor, and evaluate supervisory and professional staff, including communicating with and advising supervisors, managers, and the Clerk on applicable administrative matters, procedures, and practices.
- Manage complex, special projects, serve on local committees, and perform other duties, as assigned.

## **Qualifications and Requirements**

Applicant must be a U.S. citizen or eligible to work in the United States.

Applicant must possess a minimum of six years of progressively responsible administrative, supervisory, technical, professional, or managerial experience that provided an opportunity to gain a thorough knowledge of management practices and administrative processes; skill in dealing with others in person-to-person and hybrid work environments; the ability to exercise mature judgment; and the ability to communicate effectively both orally and in writing to a varied audience.

In addition to the above minimum qualifications, preference will be given to applicants who demonstrate any of the following: knowledge of sound financial controls and policies; knowledge of legal terminology and procedures; a working knowledge of the Bankruptcy code and rules; a thorough understanding of the operational processes of the Federal Judiciary; prior high-level experience in court administration, including U.S. bankruptcy, district, appellate court, or state court; a master's degree in public, business, or court administration, or a juris doctorate (JD), from an accredited college or university.

Some education may be substituted for the general and/or specialized experience.

Other Requirements:

- Occasional travel to district offices or to training centers and seminars.
- Ability to telework from home or alternate approved work location, for example in the event of inclement weather or emergency office closure.

## **Application Procedures**

An application will be considered complete when all the required documents are properly submitted as instructed below.

Applicants are required to email the following 2 documents **combined** into a **single pdf** to [hr\\_recruitment@orb.uscourts.gov](mailto:hr_recruitment@orb.uscourts.gov).

1. Letter of interest that includes information about your work experience that demonstrates your ability to meet the qualifications for the position.
2. Resume detailing years of specialized experience, including management experience, functions managed, and the number and composition of personnel supervised.

*Important: Do not attach Microsoft Word documents or documents in any other format other than PDF. The documents you submit must be combined into one PDF attachment.*

## **General Information**

- Form AO-78, *Application for Judicial Branch Federal Employment*, must be completed and submitted by a finalist for the position before any offer of employment can be made. The form is available at: <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>. Do not submit this form with your application documents.
- This is an executive level, high-sensitive position within the Judiciary. Employment is provisional pending the successful completion of a ten-year background investigation and favorable suitability determination. Investigative updates are required every five years. Unsatisfactory results may result in termination of employment.
- As part of the Judicial Branch of the United States government, employees of the Court are at-will employees appointed by the Clerk of the Court and can be terminated with or without cause.
- The best qualified candidates will be contacted for interviews.

- The U.S. Bankruptcy Court is not authorized to reimburse candidates for interview expenses.
- Judiciary employees must adhere a code of conduct that may be found at: <https://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>.
- This position may be required to participate in annual financial disclosure requirements.
- Employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit.

## **Benefits**

This position is covered by the Judicial Salary Plan and is entitled to benefits that include participation in the Federal Employees' Retirement System (FERS), Social Security, Thrift Savings Plan (similar to 401k), health and life insurance benefits, flexible benefits program, paid time off, and 11 paid holidays per year.

***The United States Bankruptcy Court for the Western District of Washington is an Equal Opportunity Employer and values diversity and inclusion.***

The United States Bankruptcy Court for the Western District of Washington is an Equal Opportunity Employer and values diversity and inclusion in the workplace. We encourage applications from all qualified individuals and seek a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, and socio-economic circumstance.

The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources at [hr\\_recruitment@orb.uscourts.gov](mailto:hr_recruitment@orb.uscourts.gov). The decision on granting reasonable accommodations will be made on a case-by-case basis.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice. If a position becomes vacant in a similar classification within a reasonable time from the original announcement, the court may select a candidate from the applicants who responded to the original announcement without posting the position. More than one position may be filled from this announcement.