



## United States Bankruptcy Court Southern District of Indiana

### Career Opportunity Chief Deputy Clerk

(Announcement 24-03)

Location: Indianapolis, Indiana

Position Type: Full Time Permanent

Opens: October 2, 2023

Closes: October 20, 2023

Salary: JSP 14-16 [\$117,462 - \$195,000] depending on experience, salary, and qualifications.

The United States Bankruptcy Court for the Southern District of Indiana is seeking a highly qualified professional to serve as Chief Deputy Clerk. The court is composed of four judges, eight chambers' staff, and a Clerk's Office staff of thirty-five. The Clerk's Office is headquartered in Indianapolis, with staffed divisional offices in Evansville and New Albany and an unstaffed office in Terre Haute.

#### Position Overview

The Chief Deputy Clerk is a senior-level executive position which 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, high-level officials, members of the bar, court staff, and the public. The Chief Deputy Clerk manages the operations and administrative activities of the Clerk's Office and assists in the performance of the statutory duties of the office.

The Chief Deputy Clerk may be principally responsible for managing these support services: automation, case administration including CM/ECF, courtroom services, intake, records management, training, statistical reporting, quality control, finance and budget management, space and facilities, security, and human resource management. Research, writing, and policy interpretation and application are fundamental elements of this position, as is project management.

#### 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:

- Develop, implement, and continually improve managerial techniques, systems, methods, programs, and procedures regarding administrative services performed by the Clerk's Office.
- Assist with developing and executing strategic and long-range plans of the Clerk's Office and the Court.
- Participate in financial decision making and perform cost-effectiveness studies and cost-benefit analyses.
- Assist with development and monitoring of annual spending plan, budget allocations, and status of funds.
- Propose, develop, communicate, and evaluate policies, procedures, and objectives and interpret and apply appropriate statutes, rules, and operating procedures, including the Guide to Judiciary Policy and local internal controls.
- Manage complex, special projects; serve on local committees; and perform other duties, as assigned.
- Direct, train, mentor, and evaluate supervisory and professional staff, including establishing standards, communicating with and advising supervisors, managers, and the Clerk on applicable administrative matters, procedures, and practices.
- Identify and/or recognize administrative areas needing improvement. Design and develop effective solutions to problems and manage appropriate procedures for accomplishing defined goals evaluating performance and handling disciplinary actions.

#### Qualifications

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 work relationships; the ability to exercise mature judgment; and the ability to communicate

effectively, both orally and in writing, to a wide variety of people.

In addition to the above minimum qualifications, preference will be given to applicants who possess knowledge of sound financial controls and policies; knowledge of legal terminology and procedures; a working knowledge of bankruptcy code and rules; thorough understanding of the operational processes of the Federal Judiciary; prior high-level experience in any type of court administration, such as 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.

### **Application Procedures**

Qualified applicants are required to submit the following **combined** into a **single pdf** to: [HRDept@insb.uscourts.gov](mailto:HRDept@insb.uscourts.gov)

- Cover letter
- a current resume detailing years of specialized experience, including management experience, functions managed, and the number and composition of personnel supervised; and
- a list of three professional references with current contact information.

**Incomplete application packets will disqualify an applicant from further consideration.**

### **Additional Information**

- This is an executive level, highly sensitive position within the Judiciary. Employment is provisional pending the successful completion of a ten-year, full field OPM 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 by the Court.
- The U.S. Bankruptcy Court is not authorized to reimburse candidates for interview expenses.
- The Court provides reasonable accommodations to applicants with disabilities.
- Judiciary employees are required to follow a code of conduct that may be found at: <https://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>.
- Employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit.
- Reference checks with current and former employers will be conducted on top candidates.
- The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, without prior written notice.

### **Benefits**

This position is covered by the Judicial Salary Plan and is entitled to benefits that include participation in the Federal Employees' Retirement System, Social Security, Thrift Savings Plan (similar to 401k), health and life insurance benefits, flexible benefits program, and long-term care options, annual and sick leave accrual, and 11 paid holidays per year.

*The United States Bankruptcy Court is an Equal Opportunity Employer and values diversity and inclusion.*