

UNITED STATES BANKRUPTCY COURT

DISTRICT OF SOUTH CAROLINA

VACANCY ANNOUNCEMENT

#06-08

Position Title: CHIEF DEPUTY CLERK

Announcement Date: November 16, 2006
Position Open Until Filled
(To insure consideration, application should be received by **December 8, 2006**)

Location: Columbia, South Carolina

Classification Level: JSP14-15, Depending on Qualifications

Salary Range: \$87,533 - \$133,850

The Chief Deputy Clerk is a senior level management position which functions under the direction of the Clerk of Court and is responsible to the Clerk and the Judges of the Court for the administration and supervision of the office. The Chief Deputy Clerk assists in organizational planning, development and implementation of office procedures, management of office operations, courtroom service, statistical analysis and reporting, automation, financial and procurement operations, budget, space and facilities projects and maintenance, human resources, and training. The Chief Deputy Clerk also assists the Clerk in implementing the Bankruptcy Code, Federal Rules of Bankruptcy Procedure and Local Rules, long-range and strategic planning, and in other duties as assigned.

QUALIFICATIONS:

Applicant must be a high school graduate or equivalent and have a minimum of six years of experience in a responsible administrative or professional position in which they have gained a general understanding of organizational management to include administrative and human resource aspects.

At least three of the six years must be in specialized administrative, supervisory, managerial or professional work. A working knowledge of procedures relating to the Bankruptcy Code, the Bankruptcy Abuse Prevention and Consumer Protection Act, the Federal Rules of Bankruptcy Procedure, and the ability to implement new procedures and technology to improve business practices is desirable. Qualifications may also include experience in the practice of bankruptcy law, a working knowledge of the operation of electronic records systems, or demonstrated management skills. Education above the high school level in an accredited institution may be substituted for certain of the experience requirements.

APPLICATION PROCEDURES:

Qualified individuals are requested to submit a resume which includes educational, employment and salary history; along with three work references including phone numbers, marked CONFIDENTIAL to:

**U.S. Bankruptcy Court
Vacancy Announcement # 06-08
P.O. Box 2401
Columbia, South Carolina 29202**

Appointment to this position is provisional, contingent upon a background investigation and retention depends upon a favorable determination. All court employees are “at will” employees and therefore the appointee may be removed from this position at any time if the appointee fails to perform at a satisfactory level. This position is subject to mandatory electronic funds transfer (direct deposit) participation for payment of net pay.

The United States Courts require employees to adhere to a Code of Conduct; persons selected for interview may request to review this Code at the time of the interview. Expenses for interviews or relocation are not authorized for reimbursement.

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. The Court will only communicate with those qualified applicants who are selected for interview. If you are not notified, another applicant was selected.

**THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY
EMPLOYER**