

# United States Bankruptcy Court District of South Carolina

## Vacancy Announcement 23-04

### ***Operations Manager***



**Columbia, South  
Carolina**

[www.scb.uscourts.gov](http://www.scb.uscourts.gov)



#### **Position Details**

##### **Starting Salary Range:**

**\$66,250 - \$107,701 (CL 28)**

*\*Starting salary commensurate with experience, education, previous federal work experience, and guidelines of the Administrative Office of the U.S. Courts.*

##### **Closing Date:**

**Open until Filled**

**Preference Given to Applications  
Received by March 24, 2023**

#### **Benefits Include:**

- Accrual of paid vacation and sick leave
- 11 paid holidays
- Flexible work hours and telework opportunities
- 40-hour work week
- Participation in the federal pension program
- Matching contributions (up to 5%) to the federal employee retirement savings plan
- Health Insurance
- Dental, Vision & Life Insurance
- Flexible Spending Accounts

The United States Bankruptcy Court for the District of South Carolina is seeking applicants for a full-time Operations Manager in our Columbia office. The position offers an excellent opportunity to start or continue a career in federal service. The court offers a stable, friendly, and professional work environment.

#### **Position Overview:**

The Operations Manager performs professional and managerial work related to the supervision and oversight of court operations, case management, and operations support. The Operations Manager primarily directs operational employees and ensures compliance with the appropriate guidelines, policies, and approved internal controls. Additionally, the Operations Manager plans and prioritizes projects that impact and improve the court's operations.

#### **Position Duties & Responsibilities:**

- Oversees the operations of the case and courtroom departments. Manages, develops, and mentors staff involved in court operational activities, including establishing standards, assigning and reviewing work, evaluating performance, and handling disciplinary actions.
- Establishes work procedures, conducts departmental meetings, provides information, and delegates work fairly and consistently. Oversees work products and processes and provides guidance as required and/or needed.
- Drafts and conducts employee performance evaluations. May perform data quality reviews for operating units.
- Manages court operations through coordinating and communicating office procedures with staff, unit executives, judges, and chambers staff. Reallocates personnel and/or equipment to cover workload fluctuations. Develops short-term and long-range workforce plans. Solves work-related problems using information and data. Complies with reporting requirements of the Administrative Office.
- Establishes and monitors programs that implement efficiencies and quality control techniques. Organizes work processes to optimize the use of time and resources, ensuring results meet expectations. Uses statistical reports to monitor the management of cases and take appropriate action. Develops and implements operational policies and procedures.
- Ensures employees receive process and procedural systems training, including initial, updated or remedial training. Ensures appropriate departmental coverage.
- Addresses operational or systems problems and ensures solutions are determined and implemented.
- Researches and analyzes data, prepares comprehensive reports and presentations, and develops and implements programs to assist with court operations.
- Researches operational questions, problems, trends, and areas for efficiency/improvement. Conducts work measurement and work productivity studies.
- Advises executives, judges, or other managers and serves as the project manager on special initiatives for any or all of the following related matters: organizational structure, court operations, process improvements, personnel, property management, and other related issues.

- Arranges assistance to attorneys and their staff with electronic filing processes, procedures, and documentation. Implements the court's emergency planning and preparedness program, including testing, and understanding disaster planning protocols.
- Other duties as assigned.

**Minimum Qualifications:**

- Three years specialized experience, which is defined as progressively responsible administrative, technical, professional supervisory, or managerial experience that provided an opportunity to gain skills needed to lead a team of employees.
- Ability to apply critical thinking and leadership skills to respond effectively in essential situations.
- Experience in a court system or legal work environment.
- Proficient with Adobe Acrobat, Outlook, and Microsoft Office products with the ability to create spreadsheets, charts, graphs, and PowerPoint presentations.
- Excellent written and oral communication, presentation, organizational, and interpersonal skills.
- Skill in multi-tasking and prioritizing duties.
- Ability to interact effectively with others, provide customer service, and resolve difficulties while complying with regulations, rules, and procedures.

**Preferred Qualifications:**

- Bachelor's Degree from an accredited college or university.
- Experience in judicial administration or operations of a federal court in a leadership role.
- Knowledge of project management, organizational design, and organizational processes and procedures.
- Skill in recognizing operating trends and developing recommendations that address issues identified.
- Advanced familiarity with maintaining CM/ECF.

**Desirable Personal Characteristics:**

The United States Bankruptcy Court District of South Carolina strives to maintain and grow a productive, progressive, and positive culture. We recruit and retain staff that promote, reflect, and thrive in that environment. A successful candidate possesses the following qualities: optimistic, honest, helpful, curious, adaptable, committed, and accountable. Successful candidates must: be highly organized; possess tact, good judgment, poise, and initiative; and maintain a professional appearance and demeanor. The ability to meet the public, work harmoniously with others, and communicate effectively, both orally and in writing, is required. Candidates must be flexible, conscientious, and able to balance the demands of varying workload responsibilities and deadlines.

**Application Procedure:**

- **ALL** qualification requirements must be met when application is filed.
- Qualified applicants must submit **ALL** the following documents (please submit only requested documents):
  - a current, detailed **resume with three professional references**;
  - a **letter of interest** explaining how your experience relates to the position requirements; and
  - the **Judicial Branch Federal Employment Application** (Form AO-78), available at: [www.scb.uscourts.gov/employment-opportunities](http://www.scb.uscourts.gov/employment-opportunities).

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- Qualified applicants must submit their application packets as **one PDF to [scbc\\_employment@scb.uscourts.gov](mailto:scbc_employment@scb.uscourts.gov)**. All required documents must be submitted to be considered for this opportunity; incomplete packets will not be considered.
  - Qualified applicants will be screened and selected based on experience, education, and training.

The U. S. Bankruptcy Court of South Carolina is not authorized to reimburse candidates for interview or relocation expenses. As a condition of employment, the selected candidate must complete a background check investigation, including an FBI fingerprint check. The U. S. Bankruptcy Court of South Carolina reserves the right to modify the conditions of this vacancy announcement, withdraw the announcement, or fill the position at any time, any of which may occur without prior written or other notice.

**U.S. Bankruptcy Court District of South Carolina IS AN EQUAL OPPORTUNITY EMPLOYER**

All court employees, including U. S. Bankruptcy Court District of South Carolina Employees, are in the excepted service and are required to adhere to the Code of Conduct for Judicial Employees, which is available for review upon request. Judiciary employees are “at will” employees. Employees may be removed by the Court for unacceptable performance, misconduct, or other cause pursuant to 18 U.S.C. § 3602(a).

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