

# United States Bankruptcy Court District of South Carolina

## Vacancy Announcement 24-05

### *Clerk of Court*



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



#### **Position Details**

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

**\$143,736-\$224,178**

*\*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 May 10, 2024**

#### **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 a senior level executive to serve as its Clerk of Court. The Clerk works in collaboration with and reports directly to the bankruptcy judges.

#### **Position Overview:**

The Clerk is appointed by the bankruptcy judges and has overall management authority and responsibility for the non-judicial components of the court. The Clerk occupies the highest non-judicial position in the court and works closely with the judges in assuring the administrative and operational needs of the court are effectively and efficiently met. The Clerk of Court provides operational support to the judges and supervises approximately 22 Court employees, and Court offices in Charleston, Columbia, and Greenville, South Carolina. As the court unit executive, the Clerk is also responsible for providing administrative support services in the areas of budget and financial management, human resources, systems technology, space & facilities, and court staff. The Clerk serves as the court's liaison to, and works cooperatively with, federal and local government agencies, bar groups, media representatives, and the public. The clerk serves at the pleasure of the bankruptcy judges and is responsible for performing the statutory duties of the Office of the Clerk pursuant to 28 U.S.C. § 156(e) and (f).

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

- Oversee the day-to-day business of the Court, including case management and electronic records;
- Develop and implement a strategic plan in all departments of the Court to maintain and improve operations and efficiency;
- Manage Clerk's Office staff, including hiring, supervision, training, separation, and promotion of employees;
- Create and maintain a culture that values human resources and the contributions necessary to maintain a customer service based organization;
- Direct and oversee the court's financial services functions, including purchasing, collecting fees, authorizing expenditures, accounting, and any other fiscal responsibilities in accordance with statutory requirements;
- Ensure proper oversight in the revision and maintenance of internal control procedures;
- Oversee management staff responsible for supervising automation and information technology services, statistical analysis and reporting requirements, inventory control, and human resources management (HRMIS);
- Work closely with the bankruptcy judges regarding court administration and policy;
- Prepare and manage the court's annual budget, including budgetary and staffing projections;
- Facilitate the court's use of technology and automation;
- Analyze and keep current on statutes, local rules, and procedures affecting the operation of the court;
- Direct development and administration of comprehensive emergency preparedness plans;
- Coordinate and prepare statistical studies and reports as required by the court, the circuit, the Administrative Office, and the Judicial Conference;

- Manage space and facilities and working with the General Services Administration (GSA);
- Serve as the court's public information officer;
- Work with the court, members of the bar, and the public to improve the delivery of court services; and
- Perform special duties as directed.

### **Qualification Standards**

A bachelor's degree with an emphasis in government, law, accounting, human resources, business administration, or a related field is required. A Juris Doctor degree is preferred and additional professional, legal, or graduate degrees will be considered.

Candidates should have a strong background of progressively responsible administrative experience in public service or business. A significant portion of the experience must be in a position of substantial management responsibility. An attorney who is in the active practice of law in either the public or private sector may substitute active practice for the management or administrative experience requirements.

Preference may be given to candidates with federal judiciary experience, especially those familiar with the court system, office automation applications (including automated case management), legal terminology, the Federal Rules of Bankruptcy Procedure, and adversary proceeding case management.

Candidates should have excellent judgment, solid organizational and problem-solving experience, and outstanding oral and written communication skills. The successful candidate should be a leader and motivator who is able to clearly describe his or her demonstrative leadership style, vision, and values. The candidate should have strong presentation skills and the ability to effectively and collaboratively interface and work with judicial officers. The candidate should have experience in promoting a culture of high performance and continuous improvement.

### **Procedure for Applying**

Qualified candidates should email a current resume and cover letter, along with a Federal Judicial Branch Application for Employment (AO78) (available at <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>). Please provide the contact information, including an e-mail address and daytime telephone number, for three professional references. The submission must be emailed as a single PDF document with the subject "Clerk of Court 24-05" to: [scbml\\_clerk\\_emp@scb.uscourts.gov](mailto:scbml_clerk_emp@scb.uscourts.gov).

### **Selection Process**

The most suitable applicants will be invited to one or more interviews. Only applicants selected for interviews will be contacted by the court. No interview travel reimbursement will be provided. Upon appointment, the selectee is required to undergo an FBI background check and investigation.

### **Notice to Applicants**

All applicants must be U.S. citizens or be eligible to work in the United States. Judiciary employees must adhere to the Code of Conduct for Judicial Employees. This position is subject to mandatory participation in direct deposit for payroll.

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The court reserves the right to modify the conditions of the job announcement, to withdraw the announcement or to fill the position sooner than the closing date without prior 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).