

United States Bankruptcy Court District of South Carolina

Vacancy Announcement 24-08

Chief Deputy Clerk



Columbia, South Carolina

www.scb.uscourts.gov



Position Details

Starting Salary Range:

\$122,198 – \$204,000 (JSP 14-16)

**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 July 12, 2024

Benefits Include:

- Accrual of paid vacation and sick leave
- 11 paid holidays
- Flexible work hours and telework opportunities
- 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 qualified applicants to serve as the Chief Deputy Clerk (Type II). The Chief Deputy Clerk is a senior-level management position who reports to the Clerk of Court, serves as second-in-command/alter ego to the Clerk of Court, and regularly interacts with federal judges, high-level officials, court staff, and the public. The position's duty station is in Columbia, South Carolina, with supervision over additional offices in Charleston and Greenville, South Carolina.

Position Overview:

Under the direction of the Clerk of Court, the Chief Deputy Clerk provides leadership and direction to Clerk's Office staff and is responsible for the daily supervision and direction of operations and administrative functions in the Clerk's Office. The position requires an individual with the experience and leadership skills necessary to anticipate and resolve complex administrative and operational challenges with confidence and efficiency. The Chief Deputy Clerk collaborates with the Clerk of Court and management team in leading and overseeing the extensive operational and administrative functions of the Clerk's Office, including: case management, records maintenance, public services, courtroom services, statistical analysis and reporting, information technology, financial management, procurement, budget, training, human resources, space and facilities, and emergency preparedness. In the absence of the Clerk of Court, the Chief Deputy Clerk assumes the duties and responsibilities of the Clerk of Court.

The Clerk's Office is managed in a collaborative, transparent, and participatory manner, with an emphasis on employee involvement in the decision-making process and utilization of the staff's talents and strengths to achieve the Court's mission. The Chief Deputy Clerk must fully embrace, facilitate, and encourage this leadership and management philosophy for long-term success.

Travel to the divisional offices and periodic travel to other U.S. locations is required.

Position Duties & Responsibilities:

- Provide leadership for staff through coaching, mentoring, training, resource management, constructive communication, and conflict resolution.
- Directly manage functional areas, including: preparing performance evaluations for direct reports, coordinating staff efforts, monitoring and ensuring timely compliance with project deadlines, and evaluating overall results and outcomes.
- Analyze and make recommendations on statutes, policies, procedures, and other matters affecting the operations of the Court.
- Assist with developing and executing strategic and long-range plans of the Clerk's Office and the Court that comply with the appropriate statutes, rules, internal controls, and the *Guide to Judiciary Policy*.
- Supervise the management of operations, ensuring adequate oversight and ongoing assessment of needs and the necessity for improvements.
- Supervise the preparation and submission of statistical reports relating to all cases filed, disposition of such cases, and other reports as required.
- Interact with the Administrative Office, Federal Judicial Center, other federal courts, court units, the bar, government agencies, judges, and the public to resolve complex issues of practice and procedure.

- Act as certifying officer for dispersal of funds, including payments of appropriated funds, under the direction of the Clerk of Court.
- Perform other duties as assigned.

Qualification Standards

To qualify for the position, the applicant must be a high school graduate or equivalent and must have three (3) years of general experience and three (3) years of progressively responsible specialized experience. Education above the high school level may be substituted for required experience. Qualified candidates must have a performance history that demonstrates proven skills in management practices and administrative processes.

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. A bachelor's degree from an accredited college or university, and a JD, MBA, or MPA is preferred.

Candidates should have excellent judgment, strong 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 (3) professional references. The submission must be emailed as a single PDF document with the subject "Chief Deputy Clerk 24-08" to: 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. 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).