

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF SOUTH CAROLINA**

Ann. No. 22-10

Announcement Date: June 21, 2022
Closing Date: July 5, 2022, at 4:00 p.m.

Position Title:	Clerk of United States Bankruptcy Court
Location:	Columbia, SC
Classification Level:	Judicial Salary Plan (JSP) – Court Unit Executive Table - Grade 16-18
Salary Range:	\$153,848 - \$204,861 (commensurate with qualifications and experience)
Starting Date:	August 15, 2022

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 three bankruptcy judges. The position’s duty station is in Columbia, South Carolina, with additional offices in Charleston and Greenville, South Carolina.

Position:

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 supervises a staff of approximately 26 employees and provides operational support to the judges. 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).

The Clerk performs duties which include but are not limited to:

- working closely with the bankruptcy judges regarding court administration and policy;
- strategic planning in an environment of limited and decreasing resources;
- providing the administrative and operational infrastructure necessary to efficiently and effectively achieve the court’s mission, including hiring, assigning, and training personnel;
- creating and maintaining a culture that values human resources and the contributions necessary to maintain a customer service based organization;
- directing and overseeing the court’s financial services functions, including purchasing, collecting fees, authorizing expenditures, accounting, and any other fiscal responsibilities in accordance with statutory requirements;
- ensuring proper oversight in the revision and maintenance of internal control procedures;
- overseeing management staff responsible for supervising automation and information technology services, statistical analysis and reporting requirements, inventory control, and human resources management (HRMIS);

- preparing and managing the court’s annual budget, including budgetary and staffing projections;
- facilitating the court’s use of technology and automation;
- analyzing and keeping current on statutes, local rules, and procedures affecting the operation of the court;
- directing development and administration of comprehensive emergency preparedness plans;
- coordinating and preparing statistical studies and reports as required by the court, the circuit, the Administrative Office, and the Judicial Conference;
- managing space and facilities and working with the General Services Administration (GSA);
- traveling, including overnight stays, as needed;
- serving as the court’s public information officer;
- working with the court, members of the bar, and the public to improve the delivery of court services; and
- performing 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.

Procedures 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 22-10” to sbc_employment@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. At the court’s discretion, initial interviews may be conducted by video. No

interview travel reimbursement will be provided. Upon appointment, the selectee is required to undergo an FBI background check and investigation.

Benefits

Benefits include paid vacation, sick leave, and participation in federal health benefits, life insurance, retirement benefits, and tax-deferred savings plan. This position is subject to mandatory participation in direct deposit for payroll.

Notice to Applicants

Clerks of Court of the U.S. Bankruptcy Courts serve under excepted appointments and are considered “at will” employees. 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.

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.

The United States Bankruptcy Court is an Equal Opportunity Employer.