

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

Ann. No. 22-11

Announcement Date: July 26, 2022

Closing Date: August 9, 2022, at 4:00 p.m.

Position Title:	Chief Deputy Clerk of United States Bankruptcy Court
Location:	Columbia, SC
Classification Level:	Judicial Salary Plan (JSP) - Grade 14-16
Salary Range:	\$111,521 - \$187,300 (commensurate with qualifications and experience)
Starting Date:	TBD

The United States Bankruptcy Court for the District of South Carolina seeks qualified applicants for the position of Chief Deputy Clerk (Type II). The Chief Deputy Clerk (Type II) is a senior-level management position that reports to the Clerk of Court, serves as second-in-command/alter ego to the Clerk of Court, and has regular interaction with federal judges, high-level officials, court staff, and the public. The position's duty station is in Columbia, South Carolina, with additional offices in Charleston and Greenville, South Carolina.

Position Summary

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 to include: 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, the Chief Deputy Clerk assumes the duties and responsibilities of the Clerk.

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 by utilizing the talents and strengths of our staff to achieve our mission. The Chief Deputy Clerk must fully embrace, facilitate, and encourage this leadership and management philosophy for long-term success.

Travel to the divisional office and periodic travel to other U.S. locations is a requirement of the position.

Representative Duties and Responsibilities

The incumbent performs a full range of high-level functional and supervisory duties. Responsibilities of this position include, but are not limited to:

- 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 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.
- Perform other duties as assigned.

Qualification Standards

A bachelor's degree from an accredited college or university is required. A JD, MBA, or MPA is preferred but not required.

Qualified candidates must have a performance history that demonstrates proven skills in management practices and administrative processes. All applicants must have a minimum of six (6) years of progressively responsible experience in administrative, supervisory, managerial, or professional work, which provided an opportunity for the applicant to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of management. At least three (3) of the six (6) years must have been in a position of substantial administrative, supervisory or management responsibility, where the applicant demonstrated effective leadership skills and employee relations expertise. 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) (https://www.scb.uscourts.gov/pdf/job_postings/AO078.pdf) and 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 “Chief Deputy Clerk 22-11” to scbc_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

Chief Deputy Clerks 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.