

UNITED STATES BANKRUPTCY COURTDISTRICT OF SOUTH CAROLINA

VACANCY ANNOUNCEMENT#08-01

Position Title: CHIEF DEPUTY CLERK

Announcement Date: February 13, 2008
Position Open Until Filled; To Ensure Consideration Submit by
March 24, 2008

Location: Columbia, South Carolina

Classification Level: JSP 14-16, Depending on Qualifications

Salary Range: \$91,781 - \$157,999

The Chief Deputy Clerk is a senior level management position which functions under the direction of the Clerk of Court and is responsible to the Clerk and the Judges of the Court for the administration and supervision of the office. In the absence of the Clerk, the Chief Deputy assumes the duties and responsibilities of the Clerk. The Chief Deputy Clerk assists in organizational planning, development and implementation of office procedures and management of daily operations including the following: case management, public services, courtroom services, statistical analysis and reporting, information technology, finance and procurement, budget, space and facilities projects and maintenance, human resources, and training. The Chief Deputy Clerk also assists the Clerk with management of the court's case management and electronic filing (CM/ECF) database, application of the Bankruptcy Code, Federal Rules of Bankruptcy Procedure and Local Rules, long-range and strategic planning, and in other duties as assigned.

Occasional travel to seminars and to non-staffed court locations in Charleston, South Carolina and Spartanburg, South Carolina, may be required.

QUALIFICATIONS:

Applicant must possess excellent communication and interpersonal skills and be able to work well in a fast-paced, progressive environment. Successful candidate will be self-motivated and have a proven track record of superior leadership and ability to understand, follow and direct procedure. A bachelor's degree from an accredited educational institution, plus six (6) years of progressively responsible experience in a position that afforded the candidate: a) management skills and familiarity with administrative processes, (b) the ability to exercise mature, professional judgment, and (c) skill in performance management and problem solving. Education may be substituted toward years of experience.

DESIRABLE QUALIFICATIONS:

- Federal court experience, including significant management of court operations
- J.D. Degree or Master's Degree in public, business, or court administration (or related field)
- Proven ability to assist with implementation of new technology to improve business practices
- Working knowledge of the Bankruptcy Code and Rules
- Working knowledge of Bankruptcy Court processes
- In-depth knowledge of electronic filing (CM/ECF) and maintenance of the electronic record
- Exceptional organizational and project management skills
- Demonstrated ability to effectively supervise and motivate staff

APPLICATION PROCEDURES:

Qualified individuals are requested to submit a resume which includes educational, employment and salary history (salary history may be submitted as an attachment to the resume); a cover letter that details applicant's qualifications as set forth above; a narrative describing the applicant's management philosophy; and three work references including phone numbers, marked CONFIDENTIAL to:

**U.S. Bankruptcy Court
Human Resources Administrator
1100 Laurel Street
Columbia, South Carolina 29201**

Appointment to this position is provisional, contingent upon a background investigation and retention depends upon a favorable determination. All court employees are "at will" employees. This position is subject to mandatory electronic funds transfer (direct deposit) participation for payment of net pay.

The United States Courts require employees to adhere to a Code of Conduct; persons selected for interview may request to review this Code at the time of the interview. Expenses for interviews or relocation are not authorized for reimbursement.

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. The Court will only communicate with those qualified applicants who are selected for interview.

**THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY
EMPLOYER OFFERING FEDERAL GOVERNMENT BENEFITS**