



**UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF ALABAMA**

Vacancy Announcement 24-002

Position: Chief Deputy Clerk (Type II)

Location: Montgomery, Alabama

Position term: Full-time

Salary range: JSP 14-16 (\$122,198 to \$204,000) – based upon qualifications and experience

Opening date: Immediately

Closing date: May 22, 2024, 5:00 PM or until position is filled

Description of Duties

The chief deputy clerk is a senior management position which reports directly to the clerk of court and acts on behalf of the clerk of court during the clerk of court's absence. The Bankruptcy clerk's office has 24 employees and supports two bankruptcy judges. The chief deputy clerk assists in the administration and supervision of the day-to-day operations of the clerk's office, including case management, courtroom services, statistical analysis, statistical reporting, information technology, financial management, budget, space and facilities, procurement, and human resources. The chief deputy clerk is the alternate certifying officer for the Court. The Middle District of Alabama also has two other divisions (unmanned)—one in Opelika, Alabama, and one in Dothan, Alabama. Travel throughout the district is required. Additional travel may be required to Washington, DC, and to other locations.

Minimum Qualifications

- U.S. citizen or eligible to work in the United States.
- Three years of general experience which includes progressively responsible administrative, professional, investigative, technical, or other responsible work that provided an opportunity to gain a general knowledge of management practices and administrative processes, skill in dealing with others in person-to-person work relationships, and the ability to exercise mature judgment. Note: educational substitution – education above the high school level in accredited institutions may be substituted for the general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of experience.
- Three years of specialized experience which includes progressively responsible experience in administrative, supervisory, managerial, or professional work that provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of management. Note: educational substitution – completion of one academic year (30 semester or 45 quarter hours) of graduate study in an accredited university in such fields as business or

public administration, political science, criminal justice, law, management, or a related field, may be substituted for one year of specialized experience. Completion of a master's degree or two years of graduate study (60 semester or 90 quarter hours) in an accredited university in such fields as business or public administration, political science, criminal justice, law, management, or related field, or completion of a Juris Doctor (JD) degree may be substituted for two years for specialized experience.

- Excellent oral and written communication skills are required.

Desirable Qualifications

- A degree from an accredited law school is highly preferred.
- The successful candidate should
 - possess excellent leadership, organizational, interpersonal, team building, and analytical skills;
 - possess the skill and experience in managing a large budget;
 - be a good steward of resources;
 - possess tact, good judgment, and initiative; and
 - portray a professional appearance and demeanor at all times.

Highly Desirable Qualifications: demonstrated substantial experience working in or with a bankruptcy court.

Information for Applicants

The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Employees are not part of the Office of Personnel Management's civil service classifications or regulations and are considered "AT WILL" employees. This position is subject to mandatory electronic funds transfer participation for payment of net pay.

Information about federal judiciary employee benefits and compensation can be found on the United States Courts website career page: <https://www.uscourts.gov/careers>. Creditable service time in other federal agencies or the military will be added to judiciary employment.

Application Procedures and Information

Qualified applicants must submit a single PDF of the following organized as described:

1. Cover letter
2. Resume
3. AO78 which can be found at: <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>;
4. List of three professional references with current contact information

Email packages to Henrietta Foster at Henrietta_foster@almb.uscourts.gov.

The United States Bankruptcy Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants upon request. Only the most qualified applicants will be

considered for interviews. Applicants selected for interviews will be required to provide copies of official transcripts.

Only applicants selected for interviews will be contacted.

As a condition of employment, the selected candidate must successfully complete a mandatory background investigation (prior 10 years) and an FBI fingerprint check and will be subject to a similar updated investigation each five years thereafter.

EQUAL OPPORTUNITY EMPLOYER