



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

Vacancy Announcement 24-001

Position: Clerk of Court

Location: Montgomery, Alabama

Position term: Full-time

Salary range: JSP 16-18 (\$168,577 - \$224,178) – based upon qualifications and experience

Opening date: April 19, 2024

Closing date: April 30, 2024, or until position is filled

Description of Duties

The clerk of court is the senior position in the Bankruptcy Court's Clerk of Court's office. The Clerk of Court's office has 22 total employees and supports two bankruptcy judges. The clerk of court provides 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 clerk of court is the 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.
- Five years of experience which includes progressively responsible administrative, professional, technical, or other responsible work that provided an opportunity to gain experience in leadership and management practices and administrative processes, skills in dealing with others in person-to-person work relationships, and the ability to exercise mature judgment.
- Excellent oral and written communication skills are required.

Highly Desirable Qualifications

- A degree from an accredited law school.
- Demonstrated substantial experience working in a bankruptcy court.

Desirable Qualifications

- 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 the ability to oversee the court's information technology systems;
 - possess tact, good judgment, and initiative; and
 - portray a professional appearance and demeanor at all times.

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 (in this order):

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 may 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