



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

Vacancy Announcement 23-004

Position: Chief Deputy of Administration

Location: Montgomery, Alabama

Position term: Full-time

Salary range: CL-31 (\$109,508 to \$178,010) – based upon qualifications and experience

Opening date: November 24, 2023

Closing date: December 1, 2023, or until position is filled

Description of Duties

The Chief Deputy of Administration is a senior management position which reports directly to the clerk of court. The Chief Deputy of Administration works closely with the Clerk of Court and the Chief Deputy Clerk (Type II) to provide leadership, management, and supervision of all clerk's office staff. The Bankruptcy clerk's office has 24 employees and supports two bankruptcy judges. The Chief Deputy of Administration also provides primary oversight of the following areas: human resources, finance and budget, procurement, office scheduling, and goal setting. 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 the ability to oversee the court's information technology systems;
 - possess tact, good judgment, and initiative;
 - possess impeccable communication skills; and
 - portray a professional appearance and demeanor at all times.

Highly Desirable Qualifications: demonstrated substantial experience working in or with a bankruptcy court, demonstrated substantial experience working on human resources issues, and demonstrated substantial experience in office communications and/or a strong communications educational background.

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. Writing sample
4. AO78 which can be found at: <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>;
5. 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