



UNITED STATES BANKRUPTCY COURT
Middle District of Georgia
www.gamb.uscourts.gov

VACANCY ANNOUNCEMENT

Position: CHIEF DEPUTY CLERK (TYPE II)
Location: Macon, Georgia
Opening Date: March 21, 2014
Closing Date: April 21, 2014, or until position is filled
Salary: JSP 14-16 (\$97,657 to \$167,000)
Based Upon Qualifications and Experience

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 32 employees and supports three bankruptcy judges. The Middle District of Georgia's headquarters is located in Macon, Georgia with a staffed divisional office in Columbus, Georgia and non-staffed offices for circuit court sessions in Athens, Albany, and Valdosta. The Chief Deputy Clerk assists in organizational planning and management of daily and long-term operations, develops and implements office policies and procedures, analyzes quantity and quality of work and recommends corrective actions, conducts special studies and prepares statistical and narrative reports, consults with and makes recommendations to the Clerk of Court for various management matters. The Chief Deputy Clerk is responsible for day-to-day management and evaluates the performances of staff, as assigned by the Clerk of Court. The Chief Deputy Clerk is the alternate Certifying Officer for the Court. Travel throughout the district is required. Additional travel may be required.

Minimum Qualification Requirements: A Bachelor's degree from an accredited institution is required. Additionally, applicants must have a minimum of three years of progressively responsible specialized 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. This experience must have been administrative, professional, investigative, technical or other responsible work which provided an opportunity for the applicant to gain (a) a general knowledge of

management practices and administrative processes, (b) skill in dealing with others in person-to-person work relationships and c) the ability to exercise mature judgment. Excellent oral and written communication skills are required.

Desirable Qualifications: Managerial experience in a court environment, as well as broad automation skills and an understanding of electronic case docketing systems are highly desirable qualifications. The successful candidate must be able to balance the demands of varying workload responsibilities and deadlines and must have demonstrated a strong commitment to developing a supportive and harmonious team environment. The successful candidate should: be a leader; be a motivator; be mature; be highly organized; be a good steward of resources; possess tact, good judgment, initiative, and interpersonal skills; and, maintain a professional appearance and demeanor at all times. A Juris Doctor or a Master's Degree from an accredited institution is highly preferred.

Educational Substitutions: 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 of specialized experience.

How to apply: Qualified applicants must submit the following: (1) a cover letter; (2) a resume that details years of experience, including names and addresses of employers, dates of employment, functions managed, number and composition of personnel supervised, and salary history; (3) an Application for Judicial Branch Federal Employment (Form AO78); and (4) a list of at least three professional references, with current contact information. Applications should be received at the address below.

The Application for Judicial Branch Federal Employment (Form AO78) is available at <http://www.uscourts.gov/forms/AO078.pdf>

As a condition of employment, the selected candidate must successfully complete a ten-year background investigation and subsequent favorable suitability determination, and every five years thereafter will be subject to a re-investigation.

Please submit application materials in an envelope **MARKED CONFIDENTIAL to:**

Human Resources Service Specialist
Attn: Ms. Kathy Pope
United States Bankruptcy Court
P. O. Box 1957
Macon, Georgia 31202

Notice to Applicants: The United States Bankruptcy Court is an **Equal Opportunity Employer**. Employees of the United States Bankruptcy Court are required to adhere to a Code of Conduct, copies of which are available upon request. The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Employees of the United States Bankruptcy Court are considered AT WILL employees. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. The court will not pay for any interview or relocation expenses. Applicants must be United States Citizens or eligible to work in the United States.

****BENEFITS****

All permanent and temporary indefinite employees of the Clerk's Office are afforded the following benefits:

LEAVE AND HOLIDAYS:

- 10 paid holidays
- 13 paid vacation days for less than 3 years of service
- 20 paid vacation days for 3 or more years of service but less than 15 years
- 26 paid vacation days for 15 or more years of service

SALARY INCREASES:

Employees have excellent opportunities for salary increases, based upon performance.

COMMUTER REIMBURSEMENT BENEFIT: OPTIONAL

Employees may enroll to set aside money from their gross salary (before taxes are withheld) for eligible expenses incurred when commuting to work. Eligible expenses include parking.

HEALTH BENEFITS:

Employees may participate in any one of the several health insurance programs offered. The government pays a portion of the premium for health insurance.

DENTAL/VISION INSURANCE: OPTIONAL

Employees may participate in the Federal Employees Dental and Vision Insurance Program (FEDVIP), which is a supplemental insurance program. Premiums are paid in full by the employee, however, the premium is deducted on a pre-tax basis.

Eligibility For LONG TERM DISABILITY PLAN

LIFE INSURANCE: OPTIONAL

Employees may participate in the Federal Employee's Group Life Insurance (FEGLI) program. The government pays one third of the cost of the basic life insurance premium.

FLEXIBLE BENEFITS: OPTIONAL

Employees may participate in the Federal Judiciary Flexible Benefits Program which includes a Premium Payment Plan which offers employees the choice of having health benefits deducted from their pay either before taxes or after taxes and a Flexible Spending Account which allows employees to set aside pre-tax money to cover certain health care and dependent care expenses.

LONG-TERM CARE INSURANCE: OPTIONAL

Employees may participate in the Federal Judiciary Group Long-Term Care Program which covers such benefits as community based care, nursing home care, hospice care and caregiver benefits. Spouses, parents, parents-in-law, grandparents and grandparents-in-law are also eligible.

RETIREMENT:

Employees participate in the Federal Employees Retirement System (FERS).

THRIFT SAVINGS PLAN: OPTIONAL

The Thrift Savings Plan (TSP) is a retirement savings and investment plan for Federal employees. The TSP allows employees to make voluntary tax-deferred contributions through payroll deductions. Eligible employees' contributions are matched dollar for dollar for the first three percent and fifty cents on the dollar for the next two percent each pay period. As a TSP participant, you can invest any portion of your account in the six investment funds.