



CHIEF DEPUTY CLERK (TYPE II)

United States Bankruptcy Court Southern District of California

Vacancy Announcement: 20-04

Location: San Diego, California

Grade/Salary Range: JSP 14 -16 or \$120,656 - \$181,500, based on qualifications & experience.

Opening Date: Thursday, September 10, 2020

Closing Date: Open until filled. Apply by Monday, September 28, 2020, to ensure consideration.

Start Date: Monday, December 7, 2020

Position Overview: The United States Bankruptcy Court for the Southern District of California seeks applications from qualified candidates for the position of Chief Deputy Clerk. This is a senior-level management position reporting directly to the Clerk of Court. The Clerk and Chief Deputy serve the Judges of the Court. Under the direction of the Clerk, the Chief Deputy manages the operations and administrative activities of the Clerk's Office and assists in the performance of the statutory duties of the office. The Chief Deputy assists the Clerk in providing management and leadership of all non-judicial functions and activities of the Court and is responsible for the overall administration and supervision of the Clerk's Office employees.

About the Court: The Court is comprised of four full-time Bankruptcy Judges, their chambers staff, and 35 Clerk's Office employees. The Court is located in downtown San Diego in the historic Jacob Weinberger United States Courthouse. The Court has jurisdiction over bankruptcy cases from San Diego and Imperial Counties.

Representative Duties:

- Serve the Judges of the Court, providing the service and support they need to fulfill their responsibilities.
- Manage the following services and staff: automation/information technology; case administration, including CM/ECF; courtroom services; intake; records management; statistical reporting; quality control; procurement; finance; budget; space; facilities; COOP and Occupant Emergency Plan (OEP); training and development; strategic planning; and human resource management.
- Promote and maintain the integrity of official records in the custody of the Court.
- Analyze and make recommendations on statutes, local rules, procedures, and other matters affecting the operations of the Court.
- Continually review and analyze organizational structure, reporting relationships, and functional assignments to meet current and future organizational needs.

- Establish, implement, and revise administrative and managerial techniques, systems, programs, and procedures.
- Establish and adjust long-range schedules, priorities, and deadlines for completion of projects, and coordinate work schedules as needed.
- Work with members of the bar and the public to improve the delivery of Court services.
- Work with various governmental agencies on a variety of matters necessary to conduct Court business.

Qualifications:

- High school graduate or equivalent.
- Excellent interpersonal skills. Excellent written and verbal communication skills with the proven ability to communicate information clearly and accurately.
- Strong leadership skills and the ability to effectively coach, develop, direct, and manage a skilled, service-oriented team.
- Exceptional organizational, project management, and time management skills. Ability to handle multiple tasks simultaneously.
- Computer literacy. Proficiency with Microsoft Office products, Adobe Acrobat, and knowledge of general software operation.
- Availability for occasional travel, including overnight.

General Experience: Minimum of three years progressively responsible administrative, professional, investigative, technical, or other responsible work that provided an opportunity to gain: (1) general knowledge of management practices and administrative practices, (2) skill in dealing with others in person-to-person work relationships, and (3) the ability to exercise mature judgement.

Specialized Experience: Minimum of three years 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.

Educational Substitutions: Education above the high school level in accredited institutions may be substituted for general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of experience.

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 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.

Preferred Qualifications:

- Experience in supervising/managing Court operations.
- Knowledge and understanding of national and local rules and related procedures.
- Understanding of the CM/ECF System.
- Successful track record with proven results from a successful team.

- The ability to demonstrate creative thinking when addressing problems.

Benefits: Employees are entitled to paid vacation, paid sick leave, 10 federal holidays per year, choice of medical insurance from a variety of plans, group life insurance options, long-term care insurance, pre-tax contributions for health care costs and dependent care, dental and vision insurance, participation in the Thrift Savings Plan (401K type program), and participation in the Federal Employees Retirement System. For more information, please visit www.uscourts.gov. Parking is offered on a rotational basis.

Conditions of Employment: Applicants must be United States Citizens or eligible to work in the United States. All Court positions are part of the excepted service. This is in contrast to executive branch agencies, whose employees are generally in the competitive service. This means that Court employees generally are not subject to the many statutory and regulatory provisions that govern the employment of individuals in the executive branch. Employees are required to adhere to a Code of Conduct, which can be reviewed at www.uscourts.gov. A full government background investigation, including an FBI fingerprint and criminal records check, will be conducted. The selectee may be hired provisionally, pending successful completion of the investigation and receipt of a favorable suitability determination. Unsatisfactory results could result in termination of employment. This position is also subject to updated background investigations every five years. If the selected candidate is appointed at grade JSP 14 through 15, promotion to the next higher grade could be made without further competition. Employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit.

How to Apply: Qualified applicants should submit: (1) a cover letter, which includes a narrative statement that addresses the applicant's management style or philosophy, and if not living in San Diego, why the applicant would want to work in San Diego, (2) a resume, (3) a list of professional references (checked only after informing the applicant), and (4) an Application for Judicial Branch Federal Employment (see the Court's website at www.casb.uscourts.gov) by mail to:

United States Bankruptcy Court
ATTN: Human Resources
325 West F Street
San Diego, CA 92101

or send one consolidated document by email to hr_casb@casb.uscourts.gov

Interview expenses will not be reimbursed. The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please contact the Human Resources Office at hr_casb@casb.uscourts.gov. The Court reserves the right to modify the conditions of this job announcement.