

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF UTAH**

Vacancy Announcement #2015-03

POSITION: Chief Deputy Clerk (Type II)
LOCATION: Salt Lake City, Utah
SALARY RANGE: JSP 15–16 (\$116,021 – \$168,700)
Starting salary commensurate with experience, qualifications, and education.
CLOSING DATE: Open until filled.
To ensure consideration, applications should be received by September 20, 2015.

POSITION OVERVIEW:

The Bankruptcy Court for the District of Utah is accepting applications for the position of Chief Deputy Clerk (Type II). The Chief Deputy Clerk is a senior-level management position which reports directly to the Clerk of Court. In the absence of the Clerk of Court, the Chief Deputy assumes the duties and responsibilities of the Clerk of Court.

Under the direction of the Clerk of Court, the Chief Deputy Clerk is responsible for organizational planning and management of the daily operations and administration of the Clerk's Office, including, but not limited to: case management, courtroom services, data quality, statistical analysis and reporting, and training. The Chief Deputy Clerk analyzes the quality and quantity of work, recommends corrective actions, and consults with and makes recommendations to the Clerk of Court on various management matters. The Chief Deputy Clerk also assists the Clerk of Court with the development, implementation, and refinement of procedures to enhance the productivity and effectiveness of the Clerk's Office; organizational and strategic planning; management of information technology, financial management, budget, space and facilities, human resources, property and procurement, and emergency preparedness; and application of the Guide to Judiciary Policy and Procedures, the Bankruptcy Code, Federal Rules of Bankruptcy Procedure, and Local Rules; and preparation of special studies and narrative reports. Occasional travel is required.

QUALIFICATIONS:

Qualified candidates should have a minimum of six years progressively responsible experience in administrative, supervisory, managerial, or professional work in public service or business that provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies and theories of management. At least three of the six years of experience must be in a position of substantial management responsibility. A bachelor's degree from an accredited college or university is required. Completion of a post-graduate degree in fields such as public, business or court administration, or law is preferred. Some educational substitutions may apply.

DESIRED QUALIFICATIONS:

Candidates must demonstrate the leadership, analytical, and interpersonal skills necessary to successfully manage a complex organization. Candidates must possess an ability to adapt and lead in a changing work environment, have excellent communication skills (both written and oral), good judgment, initiative, and demonstrate a commitment to developing a supportive and harmonious team environment at all times. Managerial experience in a court environment, as well as broad automation skills and an understanding of electronic case docketing systems, proven project management skills, and a knowledge of sound financial controls and policies, are highly desired.

EDUCATIONAL SUBSTITUTIONS:

Completion of one academic year (30 semester or 45 quarter hours) of graduate study from an accredited university in fields such 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) from an accredited university in fields such as business or public administration, political science, criminal justice, law, management, or related field, or completion of a Juris Doctor degree may be substituted for two years of specialized experience.

INFORMATION FOR APPLICANTS:

- Employees of the United States Bankruptcy Court serve under excepted appointments and are considered "AT WILL" employees.

- The position of Chief Deputy Clerk is classified as “high sensitive.” Employment will be considered provisional pending the successful completion of a 10-year background investigation, with updates performed every five years thereafter. Continued employment will depend on the successful completion and favorable determination of these investigative results.
- Judiciary employees must adhere to a Code of Conduct.
- The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, at any time without prior written or other notice.
- Potential salary progression may be considered without further competition.
- A mandatory, electronic direct deposit of salary payments is required.
- Applicants must be a U.S. Citizen or be eligible to work in the United States.
- The applicant who best suits the needs of the Court will be selected.
- Relocation assistance may be available.
- The Bankruptcy Court is an Equal Opportunity employer.

APPLICATION PROCESS:

Qualified applicants are invited to 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; and (3) a list of at least three professional references, with current contact information. Applications should be received at the following address:

***** Submit application materials via mail to: *****

**United States Bankruptcy Court
Attn: Clerk of Court
Confidential Announcement #2015-03
350 South Main St.
Salt Lake City, UT 84101**

or

via email to:

david.sime@utb.uscourts.gov

Email subject line should reference “Confidential Announcement #2015-03”. Documents sent via e-mail should be in Adobe Acrobat (.pdf) or Word format.