

**UNITED STATES BANKRUPTCY COURT  
SOUTHERN DISTRICT OF INDIANA**

**CAREER OPPORTUNITY**

**Chief Deputy Clerk Type II**

Location: Indianapolis, Indiana

Position Type: Full Time Permanent

Announcement No. 15-04

Opening Date: **September 11, 2015**

Closing Date: **October 2, 2015**

Salary: JSP 12 -16 (\$70,512 - \$168,700)

(Based upon qualifications and experience)

**POSITION SUMMARY**

The Chief Deputy Clerk is a high-level management position which functions under the direction of the Clerk of Court. With the Clerk, the Chief Deputy develops and implements strategic goals, objectives and initiatives in an environment of limited and decreasing resources. The Chief Deputy Clerk acts for the Clerk in his absence. Periodic travel to the divisional offices in the District may be required.

Among other duties, the Chief Deputy Clerk may be principally responsible for managing these support services: automation, case administration including CM/ECF, courtroom services, intake, records management, training, statistical reporting, quality control, finance and budget management, space and facilities and human resource management.

**QUALIFICATIONS**

Applicant must be a U.S. citizen or eligible to work in the United States. A candidate's career should demonstrate progressively responsible administrative, professional, supervisory, technical or other work which provided an opportunity 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. Experience in federal court management and court operations is preferred. Knowledge of bankruptcy procedures, the court system and experience in electronic case filing are all preferred. Experience in dealing with employees on conduct, performance and related matters is essential.

**PERSONAL CHARACTERISTICS**

The successful candidate must possess exceptional leadership skills and problem solving ability; strong organizational commitment; tact in handling workplace and employee relations issues; and a high degree of integrity. Understanding the use of technology in the workplace and the ability to communicate effectively both orally and in writing are essential.

**BENEFITS**

Paid holidays, vacation days and sick leave  
Insurance: Health, dental, vision, life and long-term care  
Participation in flexible spending accounts  
Retirement including Thrift Savings Plan with employer matching

## **HIRING POLICIES**

The United States Courts are part of the Federal Judiciary. As such, most employees fall under the Court Personnel System (CPS) as opposed to the General Schedule (GS) for federal employees of the Executive Branch. Although comparable to civil service in salary, leave, and insurance benefits, employees of the U.S. Courts have **EXCEPTED** service appointments. They are at-will employees appointed by the Clerk of the Court, and can be terminated with or without cause by the Court.

The final candidate will be subject to a background check or investigation, and periodic re-investigations, if applicable, with retention contingent upon a favorable suitability determination. The Federal Financial Reform Act of 1994 mandates that net salary payments be transferred electronically by direct deposit. Applicants selected for interviews must travel at their own expense. Relocation expenses will not be reimbursed. In the event the position becomes vacant within a reasonable time of the original announcement the Court may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position.

## **PROCEDURES FOR APPLYING**

Applicants must submit the following to the address below by the close of business on **Friday, October 2, 2015**.

1. A detailed resume that includes dates of employment, specialized experience, functions managed, number and composition of personnel supervised, education and salary history, and three professional references. By submitting references the applicant consents to those references being contacted.
2. A narrative statement addressing as many of the following as possible based on relevant work experience:
  - What is your strategy or approach for managing, leading, and communicating with staff? Include examples of methods used to motivate staff; evaluate performance; boost morale; and implement change.
  - Describe your experience with case processing/docketing, electronic case management systems, quality control, or implementing new operational policies and procedures.
  - Provide an example of a challenging managerial issue that you encountered. How did you resolve the issue?
  - How would you define internal controls and what steps, if any, would you take to ensure they are followed correctly?

E-mailed documents must be in Word or PDF format. Zip files will not be accepted. Due to the anticipated number of applications, only the best qualified applicants will be contacted for a personal interview.

[HRDept@insb.uscourts.gov](mailto:HRDept@insb.uscourts.gov)

***THE UNITED STATES COURTS ARE AN EQUAL OPPORTUNITY EMPLOYER***