

UNITED STATES BANKRUPTCY COURT SOUTHERN DISTRICT OF WEST VIRGINIA



Notice of Vacancy

Announcement # 23-03

Chief Deputy Type II

Salary: JSP 15, Step 1 – JSP 16, Step 10 \$136,908 - \$195,000
(Depending on qualifications and experience)

Posting Dates: October 20, 2023 – Monday, November 6, 2023

Full-Time Position

Location – Charleston, West Virginia

The United States Bankruptcy Court for the Southern District of West Virginia is seeking a highly qualified professional to serve as Chief Deputy Clerk.

The court is located in Charleston, WV in the Robert C. Byrd U.S. Courthouse. It has jurisdiction over bankruptcy cases in the Southern District of West Virginia and has divisional offices in Huntington and Beckley, West Virginia. The clerk's office provides operational and administrative support to the court's Chief Bankruptcy Judge and chambers staff.

The Chief Deputy Clerk is a senior-level executive position that functions under the direction of the Clerk of Court. The Chief Deputy Clerk serves as second-in-command to the Clerk and has regular interaction with federal judges, high-level officers, members of the bar, court staff, and the public. The Chief Deputy Clerk manages the operations and administrative activities of the Clerk's Office and assists in the performance of the statutory duties of the office. This position reports to the Clerk of Court and the Chief Judge.

The Chief Deputy Clerk may be primarily responsible for managing the following 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, security, and human resource management. Research, writing, project management, and policy interpretation and application are fundamental elements of this position.

Representative Duties

The Chief Deputy Clerk is the primary advisor to the Clerk of Court and is expected to carry out the Clerk's vision, goals, and objectives for the court. This position will operate with a high level of autonomy and is vital to the overall management, planning, and decision-making within the Clerk's Office. In the absence of the Clerk, the Chief Deputy Clerk assumes the duties and responsibilities of the Clerk. Duties may include, but are not limited to the following:

- Oversee the business of the Court, including the processing of cases, statistical reporting, and case management, and serving as a custodian of official Court records.
- Develop, implement, and constantly improve management techniques, court systems, methods, programs, and procedures regarding administrative services performed by the Clerk's Office.
- Reviews and analyzes organizational structure, reporting relationships, and functional assignments, and analyzes workload and personnel trends to develop plans for meeting organizational needs.
- Supervises preparation and submission of statistical reports relating to all cases filed, disposition of such cases, hearings and trials conducted, and other reports required to reflect the workload of the Court and the Office of the Clerk of Court.
- Assist with the development and monitoring of annual spending plan, budget allocations, and status of funds.
- Advises attorneys on procedural matters related to the filing of pleadings, motions, and other documents while ensuring the highest level of professionalism and being mindful not to participate in UPL.
- Effectively manage court operations, special projects, public and/or vendor communications, and represent the court in judiciary-wide initiatives, meetings, and conferences.
- Supervises, cultivates, mentors, and evaluates staff while communicating established standards on appropriate administrative matters, procedures, and practices. Handles disciplinary communication and actions.
- Identify administrative areas needing improvement. Design and develop effective solutions to issues and manage correct procedures to accomplish goals.
- Collaborate with staff to develop skills, and assist staff in finding resources for training.
- Direct and motivate others to fulfill the mission of the Court and provide a positive model to foster a work environment in which collaboration and teamwork flourish.
- Leads through change and adversity.

Qualifications

This position calls for a minimum of six years of progressively responsible administrative, supervisory, professional, or managerial experience. That background should provide a thorough understanding of the administrative and human aspects of managing an organization. At least three of the six years of experience should have been in a management or supervisory role, preferably within a court setting.

A bachelor's degree from an accredited institution is required. Preference may be given to candidates whose education is in government, business, or public or judicial administration. Additional professional or graduate degrees are welcome.

The successful candidate will be an ethical leader who can clearly describe his or her leadership style, vision, and professional values. The court fosters a culture of high performance and continuous improvement, and the Chief Deputy Clerk must always of course maintain a professional demeanor.

To that end, the successful candidate will have excellent analytical skills, good judgment, and solid problem-solving experience. Proven leadership talent is expected, along with outstanding oral and written expression. The Chief Deputy Clerk must also have the ability to foster strong and effective working relationships.

Preferred Qualifications

A graduate degree in law, business, public, or judicial administration is strongly preferred, but not required.

Federal/State Court previous employment is highly desirable. Experience in Bankruptcy Court is preferred as well.

Employee Benefits

Court employees are considered **at-will and are not covered by federal civil service rules**. They are, however, entitled to the same benefits as other federal employees. These include:

- 13 days paid vacation for the first 3 years of employment, 20 days after 3 years, 26 days after 15 years;
- 13 days paid sick leave per year;
- 12 paid holidays per year;
- Medical, dental, and vision insurance;
- Federal Employees Life Insurance;
- Federal Employees Retirement System;
- Tax-deferred retirement savings and investment plan under the Thrift Savings Plan;
- Long-Term Care Insurance Program (enrollment currently deferred);
- Flexible Spending Program;
- Commuter Benefit Program (when funded); and
- Continuing Education Assistance Program (when funded).

Information for Applicants

Work is primarily performed in an office setting or a courtroom. Occasional lifting may be required.

The selected candidate will undergo an FBI fingerprint check as a condition of employment and may be subject to periodic updates. Applicants must be U.S. citizens or eligible to work in the United States.

Interview expenses are not eligible for reimbursement. Relocation expenses for the selected candidate will not be reimbursed. The court provides reasonable accommodations to applicants with disabilities.

Employees are required to adhere to a Code of Conduct for Judiciary Employees and a local Court Code of Conduct.

This position is subject to mandatory electronic funds transfer (direct deposit) for payment of net pay.

Application Procedure

To ensure consideration, promptly submit **one of each** of the following as a **single pdf** document by **Friday, November 3, 2023 (for first consideration)**

1. Cover letter indicating the position you are applying for and identifying how your education and/or experience relates to the duties and responsibilities of the position;
2. Resume detailing your education and experience;
3. List of three professional references with current contact information;
4. Completed and signed “AO 78, Application for Federal Judicial Branch Employment” which is available at www.wvsb.uscourts.gov; and
5. Narrative statement of not more than two pages describing the applicant’s leadership style, vision, and professional values.

Application packages may be emailed to WVSB_HR@wvsb.uscourts.gov with the subject line, “**Chief Deputy Clerk #23-03**” and will not be considered complete unless all items have been received by Human Resources in the proper requested format. Incomplete application packets may disqualify the applicant from further consideration.

If sending via mail, please submit all required documents to:

Attn: Bankruptcy Human Resources,
U.S. Bankruptcy Court Clerk’s Office, Room 3200
300 Virginia Street, East
Charleston, WV 25301

The United States Bankruptcy Court reserves the right to amend the conditions of this job vacancy announcement, or to withdraw the announcement at any time without prior written or other notice.

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