

# UNITED STATES BANKRUPTCY COURT SOUTHERN DISTRICT OF WEST VIRGINIA



## Notice of Vacancy\*

Announcement # 20-02

\*Applications and required documents, which can be submitted via mail or email, must be received no later than 5:00 p.m. on October 30, 2020 for consideration.

## Clerk of Court Vacancy

Salary: JSP 16, Step 1 – JSP 17, Step 10 \$148,724 - \$181,500  
(Depending on qualifications and experience)

**Posting Dates: October 9, 2020 – October 30, 2020**

Anticipated start date: November 16, 2020

Full-Time Position

The United States Bankruptcy Court for the Southern District of West Virginia is seeking a highly qualified professional with experience in leading a complex, innovative, and fast-paced organization to serve as the new Clerk of Court after its present Clerk retires.

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 currently has 11 employees on staff, and provides operational and administrative support to the court's Chief Bankruptcy Judge and chambers staff.

The Chief Bankruptcy Judge of the district appoints the Clerk of Court, who has overall management authority and responsibility for the court's non-judicial functions. The Clerk holds the highest non-judicial position in the court. The role includes working closely with the Chief Judge

to ensure that the court's administrative and operational needs are met and that the office's statutory duties are carried out.

The position requires a dynamic individual with superior management abilities and technical expertise. Exceptional communication and interpersonal skills are vital, along with a proven record of leadership and accomplishment.

### **Representative Duties**

The Clerk of Court's duties include, among other things:

- Consulting with the judge on court policies and procedures, and making recommendations as needed;
- Understanding and implementing statutes, rules, and procedures affecting court operations;
- Inspiring and modeling excellence – personally and through strategic planning;
- Fostering a culture that values and delivers good customer service;
- Safeguarding the integrity of official court records in the Clerk's custody;
- Supervising and directing non-chambers staff;
- Preparing and managing the court's annual budget, which includes budgetary and staffing projections;
- Overseeing and directing the court's property, procurement, and financial management programs;
- Maintaining and satisfying internal control procedures and external audit requirements;
- Working with the judges, bar, and public to improve the delivery of court services;
- Interacting with governmental agencies on matters that bear on court business;
- Hiring, assigning, and training of personnel efficiently and effectively;
- Developing and administering comprehensive emergency preparedness plans;
- Preparing statistical studies and reports for the court, the circuit, the Administrative Office of the U.S. Courts, and the Judicial Conference of the United States;
- Managing staff responsible for systems and technology, inventory control, space and facilities, human resources management, and statistical analysis and reporting;
- Serving as a liaison to the Administrative Office of the U.S. Courts, the Federal Judicial Center, the Office of the U.S. Trustee, the General Services Administration, and various bar associations; and
- Performing any other related duties that the court may require.

### **Qualifications**

This position calls for a minimum of ten years' relevant experience in public service, law, or business. That background should provide a thorough understanding of administrative and human aspects of managing an organization. At least three of the ten years of experience should have been in a management or supervisory role, preferably within a court setting.

A Juris Doctorate (J.D.) from an accredited institution is required. Any documented focus in the areas of bankruptcy and/or civil procedure will be given significant weight. Additional professional or graduate degrees are welcome.

The successful candidate will be an ethical and decisive 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. Candidates should be able to demonstrate their ability to adapt to changes and quickly process new information. And the Clerk must, of course, maintain a professional demeanor at all times.

To that end, the successful candidate will have excellent analytical skills, good judgment, common sense, and solid problem-solving experience. Proven leadership ability is expected, along with outstanding oral and written communication. The Clerk must also be able to motivate staff and foster strong and effective working relationships.

### **Preferred Qualifications**

Federal/State Court previous employment is highly desirable.

Experience in Bankruptcy Court is also highly desirable.

### **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 employment, 20 days after 3 years, 26 days after 15 years;
- 13 days paid sick leave per year;
- 10 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;
- 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. Overnight travel for court hearings, training, or professional conferences will be required.

The selected candidate will undergo an FBI fingerprint scan and background 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 are expected to adhere to the highest ethical standards.

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, October 30, 2020**:

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](http://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](mailto:WVSB_HR@wvsb.uscourts.gov) with the subject line, "**Clerk of Court #20-02**" and will not be considered complete unless all items have been received by Human Resources. 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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EMPLOYER**