



UNITED STATES BANKRUPTCY COURT NORTHERN DISTRICT OF MISSISSIPPI

Vacancy Announcement #2016-02

Position: Clerk of Court

Salary: JSP 16 (\$137,659 -\$178,959)
(Commensurate with experience and qualifications)

Location: Aberdeen, Mississippi

Opening Date: May 6, 2016

Closing Date: Applications must be received by 5:00 pm (CST) on June 17, 2016.

Starting Date: Applicant must be available to assume office on October 3, 2016.

Position Overview:

The United States Bankruptcy Court for the Northern District of Mississippi is accepting applications for the position of Clerk of Court. The Clerk of Court is appointed by the court and serves under the direction of the Chief Judge. As the Court Unit Executive of the Clerk's Office, the incumbent is responsible for managing the operational and administrative duties of the office and oversees its compliance with statutory duties. The duty station for this position will be the Thad Cochran U.S. Bankruptcy Courthouse in Aberdeen, Mississippi.

Representative Duties and Responsibilities Include:

- Creating a vision of excellence through strategic planning in an environment of limited and decreasing resources;
- Providing the administrative and operation infrastructure necessary to achieve the court's mission including hiring, assigning, and training of personnel efficiently and effectively;
- Creating and maintaining a culture that values human resources and contributions necessary to maintain a good customer service based organization;
- Directing staff responsible for the processing of bankruptcy cases and adversary proceedings;
- Promoting and maintaining the integrity of official records in the custody of the court;
- Working with the court, members of the Bar, and the public to improve the delivery of court services;

- Working with various governmental agencies on a variety of matters necessary to conduct court business;
- Hiring and assigning personnel as well as designing and managing training programs;
- Preparing and managing the annual budget, which includes budgetary and staffing projections;
- Directing and overseeing the court's property, procurement, and financial management programs, and ensuring proper oversight in the development, revision, and maintenance of internal control procedures;
- Analyzing and making recommendations on statutes, local rules, and procedures affecting the operations of the court;
- Managing staff responsible for automation and information technology services, statistical analysis and reporting requirements, inventory control, and human resources management;
- Managing the Employment Dispute Resolution Plan (EDR Plan);
- Consulting with and making recommendations to the judge regarding court policies and procedures;
- Serving as the court's Public Information Officer; and
- Performs other duties as assigned.

Qualification Requirements:

A bachelor's degree with an emphasis in government, judicial, public, accounting, human resources, or business administration or a related field is required. Additional professional, legal, or graduate degree is preferred.

Strong leadership qualities, a high degree of integrity, and excellent interpersonal and communication skills are necessary. Solid organization, problem solving, and conflict resolution, as well as outstanding oral and written communication skills, are required. The ideal candidate should have experience in personnel development and staff motivation, the ability to meet the public and work harmoniously with others, demonstrating a mature level of emotional intelligence.

Progressively responsible administrative experience (e.g., financial management, compliance, space and facilities management, human resources management, oversight of information technology, and long and short range planning) in the public and/or private sector, which provides a thorough understanding of the organization, procedural, and human aspects in managing an organization is preferred.

Experience in the federal judiciary is preferred, with operational knowledge of the courts, office automation, including automated case management systems, and a working knowledge of the Federal Rules of Bankruptcy Procedure and adversary proceeding case flow.

Benefits:

The Federal Judiciary offers a comprehensive benefits package (including paid vacation, sick leave, and holidays; participation in federal health benefits, life insurance, and retirement programs).

Applicant Information:

Interviews will be held in Aberdeen, Mississippi and travel expenses cannot be reimbursed. Only the most qualified applicants will be considered for this position. As a condition of employment, background checks or investigations are mandatory for all new employees who are appointed to positions in the federal courts. An individual may be hired provisionally, pending successful completion of the necessary records checks. All court employees are “at will” employees, and therefore the appointee may be removed from this position at any time. Employees are required to adhere to the Code of Conduct for Judicial Employees, which is available to applicants to review upon request. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicants must be U.S. citizens or eligible to work in the United States. The court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date indicates.

Application Procedure:

Submit **one document in PDF format** via e-mail to job2016-02_MSNB@msnb.uscourts.gov that includes the following:

- A cover letter;
- A resume that details experience and qualifications;
- A completed AO 78, Federal Judicial Branch Application for Employment (available on the court’s website at <http://www.msnb.uscourts.gov/sites/msnb/files/AO078.pdf>); and
- Contact information for three professional references.

Only electronic application documents will be reviewed for consideration. Applicants who fail to submit all required documentation or who submit application materials through any other means other than as provided above will not be considered.

The United States Bankruptcy Court is an Equal Opportunity Employer