

# VACANCY ANNOUNCEMENT

United States Bankruptcy Court, District of Oregon

VACANCY #2021-01



<b>POSITION:</b>	Clerk of Court	<b>POSITION AVAILABLE:</b>	5/17/2021
<b>TYPE:</b>	Full-Time	<b>POSTING DATE:</b>	12/30/2020
<b>DUTY STATION:</b>	Portland, Oregon	<b>CLOSING DATE:</b>	Open until filled
<b>SALARY RANGE:</b>	JSP 17 \$182,283 - \$211,348 (based on 2020 pay tables) Salary is set based on qualifications and experience.		Submit your application by 1/31/2021 to ensure consideration. Initial interviews for selected candidates are tentatively scheduled for February 8-9. <i>Check the status of this position on the court's website at <a href="http://www.orb.uscourts.gov">www.orb.uscourts.gov</a></i>

The United States Bankruptcy Court for the District of Oregon is accepting qualified applications for the full-time position of Clerk of Court. The court is headquartered in Portland, on the Columbia and Willamette Rivers, known for its bicycle paths, parks, and proximity to natural wonders such as the Columbia River Gorge, Mount Hood, and the Pacific coast. The divisional office is in Eugene, the second largest city in Oregon, noted for its focus on the arts, natural beauty, and recreational opportunities, especially bicycling, running, rafting, and kayaking.

The Clerk of Court is appointed by Oregon's 4 federal bankruptcy judges pursuant to 28 U.S.C. § 156. The Clerk works closely with the Chief Judge in assuring the administrative and operational needs of the court are met. The Clerk manages a staff of approximately 30 employees in two locations and oversees the performance of the statutory duties of the office. Included among the Clerk's responsibilities are policy implementation and monitoring, long-range planning, budgeting, financial management, information technology services, human resources management, space and facilities management, and public relations.

The position requires an individual who possesses the leadership, management, communication skills and technical expertise necessary to manage the court in a complex and challenging environment of volatile workload, unpredictable resources, and changing technology.

## POSITION OVERVIEW

As the chief executive officer of the court, the Clerk of Court is responsible for the management of all non-judicial functions and activities of the court. The Clerk of Court plays an integral role in directing the daily operations of the clerk's office.

The Clerk of Court's duties include, but are not limited to, the following:

- Manages the administrative activities of the clerk’s office and oversees the performance of the statutory duties of the office.
- Consults with and makes recommendations to the judges regarding court policies and procedures.
- Analyzes and implements statutes, rules and procedures affecting the operations of the court.
- Oversees the development and execution of the court budget; implements long- and short-term budget plans.
- Serves as a liaison to the Administrative Office of the U.S. Courts, the Ninth Circuit, the U.S. Trustee, the bar association, trustees, the General Services Administration, the U.S. District Court, and other agencies on a variety of matters necessary to court activities such as information technology, security, case management, and space planning.
- Is the certifying financial officer for the court and directs the court’s financial services functions, including purchasing, disbursement, and accounting for all monies received by the court.
- Manages staff responsible for information technology planning and implementation, including the court’s case management and electronic case filing system.
- Directs staff responsible for the processing of bankruptcy cases, the maintenance of official records, and court calendar management.
- Provides executive level support and oversight of space and facilities matters and property management.
- Reviews and analyzes the organizational structure of the clerk’s office, oversees hiring processes, appoints personnel, establishes human resources policies in conformance with *The Guide to Judiciary Policy*, and oversees performance management.
- Oversees the design and coordination of training programs. Supports employee, team and organizational learning and development to assure continued optimum functioning in a changing environment.
- Supervises the preparation of statistical reports and conducts special studies as needed.

## QUALIFICATIONS

To be qualified for appointment to the position of Clerk of Court, candidates must meet the following standards.

### **Experience**

#### **General:**

A minimum of 10 years of progressively responsible administrative experience in public service or business which provides a thorough understanding of organizational, procedural and human aspects in managing an organization.

#### **Management Responsibility:**

At least three of the 10 years of experience must have been in a position of substantial management responsibility.

#### **Practice of Law – Active Practice:**

An attorney who is in the active practice of law in either the public or private sector may substitute active practice on a year-for-year basis for the management or administrative experience requirement.

### **Educational Equivalents**

#### **Undergraduate:**

Education in a college or university of recognized standing may be substituted for a maximum of 3 years of the required general experience on the basis of one academic year of education equals 9 months of experience. A

bachelor's degree from a college or university of recognized standing may be substituted for 3 years of the required general experience. The degree should preferably include courses in law, government, public, business or judicial administration or related fields.

**Postgraduate:**

A postgraduate degree in public, business or judicial administration from such a college or university may be substituted for one additional year of the required general experience.

**Legal:**

A degree from an accredited law school may be considered as qualifying for two additional years of the required general experience.

**Preferred Qualifications and Experience**

Preference will be given to applicants with the following qualifications:

- An advanced degree in a related field such as public administration or law
- Federal or state court experience and an understanding of court operations and administration

**APPLICATION PROCEDURES**

An application will be considered complete when all the required documents are properly submitted as instructed below.

Email the following list of required application documents to [hr@orb.uscourts.gov](mailto:hr@orb.uscourts.gov) and reference **Vacancy #2021-01** in the subject line.

**Documents must be submitted in a single PDF file in the following order:**

*Important: Do not attach MS Word documents or documents in any other format other than PDF. The cover letter, resume, and any other documents you submit with the application must be combined into one PDF attachment. Do not attach more than one file to the email.*

**1. Cover letter:**

- Reference job vacancy number **#2021-01**
- Include an email address in your contact information
- Provide information about your work experience and education demonstrating you meet the qualifications for this position

**2. Chronological resume which includes:**

- Education
- Work history
- Names and addresses of employers
- Dates of employment
- Work performed
- Significant accomplishments

**GENERAL INFORMATION**

- Applicants must be a U.S. citizen or eligible to work in the United States.
- Form AO-78, *Application for Judicial Branch Federal Employment*, must be completed and submitted by a finalist for the position before any offer of employment can be made. The form is available at

[www.uscourts.gov/forms/human-resources-forms](http://www.uscourts.gov/forms/human-resources-forms).

- This is a High-Sensitive position within the Judiciary. As a condition of employment, the selected candidate must successfully complete a ten-year background investigation and receive a favorable employment suitability determination. The background investigation will be updated every five years.
- The successful candidate is required to file an annual Financial Disclosure Report. Information about financial disclosure reports can be found on the United States Courts website at [www.uscourts.gov/rules-policies/judiciary-policies/ethics-policies/financial-disclosure-report-regulations](http://www.uscourts.gov/rules-policies/judiciary-policies/ethics-policies/financial-disclosure-report-regulations).
- Employees must adhere to the Code of Conduct for Judicial Employees which is available at [www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees](http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees).
- Excepted service appointments are “at will” and can be terminated with or without cause by the court.
- Employees are subject to mandatory Electronic Funds Transfer for payroll deposits.
- The best qualified will be contacted for interviews. Interviews will be conducted via videoconference.
- This vacancy announcement is posted on the court’s internet web site at [www.orb.uscourts.gov](http://www.orb.uscourts.gov)
- Resume or enclosures will not be returned.

## BENEFITS

The judiciary offers a number of exceptional benefits to its employees. As a judiciary employee, you may be eligible to participate in the following benefits programs. Information about federal judiciary employee benefits and compensation can be found on the United States Courts website career page: [www.uscourts.gov/careers/benefits](http://www.uscourts.gov/careers/benefits)

- Paid vacation and sick leave
- 10 paid holidays per year
- Medical coverage with a government contribution (choose from a variety of plans, health premiums may be deducted as pre-tax dollars, optional participation)
- Vision and dental insurance (optional participation)
- Life insurance program with a government contribution (optional participation)
- Long-term disability insurance for employees and eligible family members (optional participation)
- Long-term care insurance (optional participation)
- Flexible Spending Program (pre-tax contributions for health/dependent care/transportation expenses, optional participation)
- Federal Employees Retirement System (FERS)\*
- Thrift Savings Plan (employer matching, similar to 401K, optional participation)
- [Public Service Loan Forgiveness Program](#)

*\*Participation in the Federal Employee Retirement System (FERS) is mandatory. Employees appointed to a position on or after January 1, 2014 contribute 4.4% of their base pay each paycheck to the Basic Benefit Plan. [www.opm.gov/retirement-services/fers-information](http://www.opm.gov/retirement-services/fers-information).*

### **The United States Bankruptcy Court for the District of Oregon is an Equal Opportunity Employer**

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 without prior notice. In the event a position becomes vacant in a similar classification, 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 posting the position. This court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative by sending an email to [hr@orb.uscourts.gov](mailto:hr@orb.uscourts.gov). The decision on granting reasonable accommodations will be made on a case by case basis.