



## VACANCY ANNOUNCEMENT

United States Bankruptcy Court, District of Oregon

VACANCY #2021-05

<b>POSITION:</b>	Chief Deputy Clerk (Type II)	<b>POSITION AVAILABLE:</b>	April 2022
<b>TYPE:</b>	Full-Time	<b>POSTING DATE:</b>	11/29/2021
<b>DUTY STATION:</b>	Portland, Oregon or Eugene, Oregon	<b>CLOSING DATE:</b>	Open until filled
<b>SALARY RANGE:</b>	JSP 16 \$150,212-\$183,300 (based on 2021 pay tables) Salary is set based on location, qualifications, and experience.		Submit your application by 1/3/2022 to ensure consideration. We will continue to review applications received after 1/3/2022 until the position is filled. <b><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></b>

The United States Bankruptcy Court for the District of Oregon is accepting qualified applications for the full-time position of Chief Deputy Clerk. 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.

This is an executive level position reporting directly to the Clerk of Court, and has regular interaction with the judges, the active members of the bar, trustees, and other court units. In the absence of the Clerk of Court, the Chief Deputy assumes all functions and responsibilities of the Clerk of Court. The clerk's office serves four federal judges. Three judges are in the Portland office and one is in the Eugene office.

The Chief Deputy Clerk, in partnership with the Clerk of Court, is responsible for a staff of 30 employees and oversees all administrative and supervisory functions which include operations; courtroom services; information technology; human resources and training; finance and budget; procurement; space and facilities; and security.

### POSITION OVERVIEW

The Chief Deputy Clerk's duties include, but are not limited to, the following:

- Supervises and works closely with court managers and administrative support staff to ensure the effective and efficient delivery of services, and the training and development of the court's employees to foster continuing excellence in a changing environment.

- Assists with analysis, interpretation, and application of the appropriate statutes, rules, and operating procedures, including the Bankruptcy Code, Federal Rules of Bankruptcy Procedure, and the *Guide to Judiciary Policy*.
- Assists with the formulation, implementation, and modification of court rules and organizational policies and procedures, in collaboration with judges, other court personnel, members of the bar, trustees, and the U.S. Trustee.
- Assists the Clerk of Court with management of the court's case management and electronic case filing (CM/ECF) system, all local and national automated applications that impact operations, financial management systems, statistical reporting, long-range and strategic planning, application of federal bankruptcy rules of procedure and local rules.
- Proposes, develops, and manages court projects including, but not limited to, implementation of new local and national initiatives and studies of operational areas.
- Assists with the development and oversight of the court's annual budget.
- Assists in directing the court's financial services functions in accordance with statutory requirements.
- Oversees and directs all space and facility projects.
- Oversees and works with the Director of Information Technology to determine present and future automation needs, anticipate trends in emerging technologies, and set priorities for IT projects.
- Oversees and works with the Human Resources Specialist in all aspects of human resources including developing, reviewing, and revising policies; addressing personnel matters and advising the Clerk of Court on adverse and disciplinary actions; recruiting employees; and processing approval of personnel actions.
- Develops working relationships with the Office of the Circuit Executive, district courts, the court's standing committees, the practicing bar, the Administrative Office of the U.S. Courts, the Federal Judicial Center, governmental agencies, and the public to resolve complex issues of practice and procedure.

## QUALIFICATIONS AND REQUIREMENTS

### **Education and Eligibility Requirements:**

- Minimum of a high school diploma or the equivalent.
- Must be a U.S. citizen or eligible to work in the United States.
- To qualify for appointment as Chief Deputy Clerk, a candidate must have a minimum of six years of progressively responsible experience in public service or business which provides a thorough understanding of management, operations, and administration. At least three of the six years of experience must have been in a position of substantial managerial responsibility.

### **The successful candidate must demonstrate or possess specialized experience and skills that are closely related to the following essential requirements of the position including:**

- A work performance history that relays proven skills in management practices.
- Ability to effectively coach, develop, direct, and manage a skilled, service-oriented team.
- Exceptional leadership skills and problem-solving ability; strong organizational commitment; tact in handling workplace and employee relations issues; and a high degree of integrity.
- An understanding of current information technology, and the ability to apply automation concepts for enhanced court operations.
- A thorough understanding of organizational management to include administrative and human resource aspects.
- Ability to exercise a high level of integrity and retain confidential information.
- Exceptional written, oral, and interpersonal communication skills.

**Preferred Qualifications:**

A bachelor's degree from an accredited college or university. In addition, completion of a Juris Doctor (JD) degree or a graduate degree in judicial, public or business administration or a related field from an accredited university.

**Preferred Work Experience:**

- Federal judiciary work experience in a related position.
- Federal or state court experience with a working knowledge of the Federal Rules of Bankruptcy Procedure, and an understanding of court operations and administration.
- Accounting experience and/or familiarity with budget principles.

**Other Requirements:**

- Occasional travel to district offices or to training centers and seminars.
- Ability to telework from home or alternate approved work location, for example in the event of inclement weather or emergency office closure.

**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** and reference **Vacancy #2021-05** in the subject line.

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

*Important: Do not attach Microsoft 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 document to the email.*

**1. Cover letter:**

- Reference job vacancy number **#2021-05**
- Include an email address in your contact information
- Provide information about your work experience that demonstrates your ability to meet the qualifications for this position. Emphasizing relevant experience, and a brief explanation of your management style and/or philosophy.

**2. Chronological resume which includes:**

- Education
- Work history (include names and addresses of employers, dates of employment, functions managed, number and composition of personnel supervised)
- Work experience
- Significant accomplishments

**GENERAL INFORMATION**

- 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: <https://www.uscourts.gov/file/document/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).
- Due to COVID-19, telework operations have been authorized for most court employees. The person hired for this position will primarily telework until normal court operations resume. A laptop, monitor, and related equipment will be provided by the court.
- Relocation expenses may be considered depending on the court’s budget.

## 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: <https://www.uscourts.gov/careers/benefits>

- Paid Time Off
  - 13 days of vacation per year for the first three years of service, 20 days of vacation per year after three years of service, 26 days of vacation per year after fifteen years of service
  - 13 days of sick leave per year
- 11 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)
- Public transportation subsidy (dependent on fiscal year funding)
- Federal Employees Retirement System (FERS)\*
- Thrift Savings Plan (employer matching, similar to 401K, optional participation)

*\*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. <https://www.opm.gov/retirement-services/fers-information/>*

### Other Benefits:

- Federal Occupational Health (FOH)/Employee Assistance Programs (EAP)

- Flexible and alternative work schedule opportunities
- [Public Service Loan Forgiveness Program](#)
- Virtual learning through the Judiciary Online University

**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. The U.S. Bankruptcy Court requires employees to adhere to a code of ethics and conduct. 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.