U. S. BANKRUPTCY COURT
Northern District of Oklahoma
Announcement Number: FY07/002.1
June 22, 2007

**(Note: This vacancy was initially announced on April 18, 2007. Applicants who previously applied will be fully considered and need not reapply.)**

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| **Position:** | Operations Supervisor |
| **Location:** | Tulsa, Oklahoma |
| **Salary Range:** | CL 27 - $42,314 to $68,807, depending on experience and qualifications (with promotion potential to CL 28) |
| **Closing Date:** | When filled. To ensure consideration, submit resume or court application by 4:30 p.m. on 07/06/2007 |

The Bankruptcy Court for the Northern District of Oklahoma has jurisdiction in an eleven-county region. The Clerk's Office has 20 employees and supports two judges. This position reports to the Chief Deputy and will be responsible for supervising the daily operations of the case management teams. This position may supervise up to 10 employees.

**Position Overview**: Develops, analyzes, evaluates and makes recommendations to Court Unit Executives on improving the effectiveness of the operations of the Court, including work methods and procedures, changes in policies, organization, planning, general management, and programs. Instructs, coaches, and develops employees performing the daily operations of the Clerk's Office, fostering a sense of teamwork and customer service, and ensuring that staff members are aligned with court goals and objectives. Evaluates employee performance and conducts regular performance planning and review meetings. Plans, organizes and monitors the progress of the work of staff, while coordinating the equitable distribution of work and office coverage. Provides information to judicial officers, court staff, the public and the bar.

**Job Requirements:** Experience/proven history of basic supervisory and employee management principles. Skill in mentoring, coaching and motivating employees. Ability to lead teams in the implementation of new ideas and procedures. Ability to objectively assess and document employee performance. Ability to understand managerial policies and apply them to prioritize the needs of the court. Ability to communicate the court's mission to staff. Knowledge of federal court operations is preferred. Skill in the use of automated systems. Outstanding organizational and interpersonal skills. Excellent oral communication and writing skills. Ability to analyze problems and assess the practical implications of alternate solutions. Skill in identifying, understanding, and responding to customer needs. Knowledge of process redesign. Consistent history of demonstrating sound ethics and judgment.

**Qualifications**: The CL 27 Level requires three years of specialized experience. The specialized work experience must have included two items: (1) progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain (a) skill in dealing with others in person-to-person work relationships (b) the ability to exercise mature judgment ( c) knowledge of basic concepts, principles, and theories of management (d) the ability to understand the managerial policies applicable to the courts; and, (2) at least one year of experience at or equivalent to the next lower level.

**Employee Benefits:** Paid holidays; annual and sick leave accruals; health coverage; dental and vision insurance; life insurance; a retirement plan; long-term disability insurance; long term care insurance; flexible spending pretax programs for Dependent and/or Medical Care Reimbursement; Thrift Savings Plans are included. Parking is provided.

**Information for Applicants:** This position is regular, full time. Employees of the U. S. Bankruptcy Court are Excepted Appointments and serve at the pleasure of the Court; they are not included in the government competitive service classification (Civil Service) system. Positions are classified and graded by the Court Personnel System. Direct Deposit of pay is mandatory. Employees are required to adhere to the Code of Conduct for Judicial Employees, which is available for review upon request. The Bankruptcy Court hiring procedures follow the guidelines set out in the EEO/EDR Plan, a copy of which is available for review upon request. As a condition of employment, an FBI Background Check or Investigation and a NCIC check are required. Selection for this position is contingent upon proof of U.S. citizenship. Relocation expenses are **not** being offered. Only the most qualified applicants will be interviewed and participation in the interview process is at the applicant's own expense.

**How to Apply**: To ensure consideration, apply by 4:30 p.m. 07/06/2007. Resume and/or application, including cover letter and salary history, can be mailed or hand delivered to:

Chief Deputy
U.S. Bankruptcy Court, Northern District of OK
224 South Boulder, Suite 105
Tulsa, OK 74103

Resumes/applications will also be accepted by fax at (918) 699-4045 or by e-mail to: Andrea_Redmon@oknb.uscourts.gov

The federal application form can be found at: www.oknb.uscourts.gov

For questions about this vacancy announcement please contact Andrea Redmon at 918-699-4050.

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