



**UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF OKLAHOMA**

Vacancy Announcement #FY 18-02

Position: Chief Deputy Clerk (Type II)

Location: Tulsa, Oklahoma

Grade/Salary Range: JSP 11-15 (\$61,218 - \$157,663) Based on qualifications & experience.

Opening Date: April 2, 2018

Closing Date: Open until filled. Apply by April 27, 2018 to ensure consideration.

Report Date: To Be Determined

Position Overview: The United States Bankruptcy Court for the Northern District of Oklahoma seeks applications from qualified candidates for the position of Chief Deputy Clerk. This is a senior-level management position reporting directly to the Clerk of Court and working directly with the Judges. Under the direction of the Clerk, the Chief Deputy manages the operations and administrative activities of the Clerk's Office and assists in the performance of the statutory duties of the office. The Chief Deputy assists the Clerk in providing management and leadership of all non-judicial functions and activities of the Court.

About the Court: The Court is comprised of two full-time Bankruptcy Judges and their chambers staffs, fourteen Clerk's Office employees and four part-time shared employees. The Court is located in downtown Tulsa and has no divisional offices.

Representative Duties:

- Manage these services and staff: automation/information technology, case administration including CM/ECF, courtroom services, intake, records management, statistical reporting, quality control, procurement, finance and budget, space and facilities, COOP and Occupant Emergency Plan (OEP), training and development, strategic planning, and human resource management.
- Promote and maintain the integrity of official records in the custody of the court.
- Analyze and make recommendations on statutes, local rules, and procedures and other matters affecting the operations of the Court.
- Continually review and analyze organizational structure, reporting relationships and functional assignments to meet current and future organizational needs.
- Devise, implement and perfect administrative and managerial techniques, systems, methods, programs and procedures.
- Establish and adjust long-range schedules, priorities and deadlines for completion of work assignments, and coordinate work schedules amount subordinate units.

- Work with members of the bar and the public to improve the delivery of court services.
- Work with various governmental agencies on a variety of matters necessary to conduct court business.

Qualifications:

- High school graduate or equivalent with a minimum of three years of general experience and three years of specialized experience.

General Experience: Progressively responsible administrative, professional, investigative, technical or other responsible work that provided an opportunity to gain: (1) general knowledge of management practices and administrative practices; (2) skill in dealing with others in person-to-person work relationships; and, (3) the ability to exercise mature judgement.

Specialized Experience: Progressively responsible experience in administrative, supervisory, managerial, or professional work that provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of management.

Educational Substitutions: Education above the high school level in accredited institutions may be substituted for the general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of experience.

Completion of one academic year (30 semester or 45 quarter hours) of graduate study in an accredited university in such fields as business or public administration, political science, criminal justice, law, management, or related field, may be substituted for one year of specialized experience.

Completion of a master's degree or two years of graduate study (60 semester or 90 quarter hours) in an accredited university in such fields as business or public administration, political science, criminal justice, law, management, or related field - or completion of a Juris Doctor (JD) degree - may be substituted for two years of specialized experience.

- Strong leadership skills and the ability to effectively coach, develop, direct, and manage a skilled, service-oriented team.
- Exceptional organizational and time management skills. Ability to handle multiple tasks simultaneously.
- Excellent interpersonal skills. Excellent written and verbal communication skills with the proven ability to communicate information clearly and accurately.
- Computer literacy. Proficiency with Microsoft Office products, Adobe Acrobat, and knowledge of general software operation.
- Availability for occasional travel, including overnight.

Preferred Qualifications:

- Experience in supervising/managing court operations.
- Knowledge and understanding of national and local rules and related procedures.
- Thorough understanding of the CM/ECF System including the CM/ECF Dictionary, Auto

Judge/Trustee Assignment, and Auto Docketing Interface.

- Knowledge and experience with quality control of court docketing, preferably using a QC system such as CMA or other program.

Benefits: Employees are entitled to paid vacation, paid sick leave, 10 federal holidays per year, choice of medical insurance from a variety of plans, group life insurance options, long-term care insurance, pretax contributions for medical costs and dependent care, dental and vision insurance, participation in the Thrift Savings Plan (401K), and participation in the Federal Employees Retirement System. For more information, please visit www.uscourts.gov. Parking is provided.

Conditions of Employment: Applicants must be United States Citizens or eligible to work in the United States. All court employees are at-will employees. This is in contrast to executive branch agencies, whose employees are generally in the competitive service. This means that court employees generally are not subject to the many statutory and regulatory provisions that govern the employment of individuals in the executive branch. Employees are required to adhere to a Code of Conduct, which can be reviewed at www.uscourts.gov. A full government background investigation, including an FBI fingerprint and criminal records check, will be conducted. The selectee will be hired provisionally, pending successful completion of the investigation and receipt of a favorable suitability determination. Unsatisfactory results could result in termination of employment. This position is also subject to updated background investigations every five years. If the selected candidate is appointed at grade JSP 11 through 14, promotion to the next higher grade could be made without further competition. Employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit.

How to Apply: Qualified applicants should submit: (1) a cover letter (including a narrative statement that addresses why the applicant would be a good fit, management style or philosophy, and if not living in Tulsa, why the applicant would want to work in Tulsa), (2) a resume, (3) a list of professional references (checked only after informing applicant), and (4) an Application for Judicial Branch Federal Employment (see the Court's website at www.oknb.uscourts.gov) by mail to:

United States Bankruptcy Court
ATTN: Human Resources
224 South Boulder Avenue, Suite 105
Tulsa, OK 74103

or send one consolidated pdf document by email to hr1@oknb.uscourts.gov

Interview expenses will not be reimbursed. The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please contact the Human Resources Office at 918-699-4841. The court reserves the right to modify the conditions of this job announcement.

THE COURT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER