



UNITED STATES BANKRUPTCY COURT NORTHERN DISTRICT OF OKLAHOMA

Vacancy Announcement FY# 23-01

Position: Chief Deputy Clerk (Type II)

Opening Date: January 20, 2023

Location: Tulsa, Oklahoma

Closing Date: March 17, 2023

Apply by March 17, 2023, to ensure consideration

Grade/Salary Range: JSP 12, Step 1 – JSP 14, Step 6 (\$82,830 - \$135,790)
(Depending on qualifications & experience)

Report Date: To Be Determined

Position Overview:

The United States Bankruptcy Court for the Northern District of Oklahoma is seeking a highly qualified professional to serve as the Chief Deputy Clerk (Type II). This is a senior-level management position reporting directly to the Clerk of Court and has regular interactions with judges, members of the bar, trustees, and the public. 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 including case management, quality control, procurement, finance, budget, human resource management, information technology, public relations and communications, training and development, and strategic planning.

About the Court:

The Court is comprised of one full-time Bankruptcy Judge and chambers staff, eight Clerk's Office full-time employees and one part-time shared employee. The Court is located in downtown Tulsa and has no divisional offices.

Representative Duties:

- Manage staff responsible for administrative services, operations, and information technology.
- Review and make recommendations related to the local rules and other case processing procedures, as necessary.
- Promote and maintain the integrity of official records in the custody of the court.
- Devise, implement, and perfect administrative and managerial techniques, systems, methods, programs, and procedures.
- Foster an atmosphere of teamwork by valuing teammates and their suggestions and encouraging their growth and development.
- Work with the Clerk, judges, bar, and the public to improve the delivery of court services.

- Work and partner with the Administrative Office of the U.S. Courts, the Federal Judiciary Center, the Office of the Assistant U.S. Trustee, other courts, and bar associations on a variety of issues necessary to court activities.
- Serve as the COOP and Occupant Emergency Plan (OEP) coordinator for the Federal Building.
- Review and analyze organization structure, reporting relationships and functional assignments to meet current and future organizational needs.
- Interpret and implement applicable statutes, rules, and guidelines, including the *Guide to Judiciary Policy*, and local internal policies and controls.
- Advises the Clerk on matters affecting the functioning of the entire Clerk's office.
- Perform other related duties that the court may require.

Required Qualifications:

A minimum of six (6) years of progressively responsible administrative experience in public service or business that required a thorough understanding of organizational, operational, procedural, administration, information technology and human aspects in managing an organization (i.e., general experience). At least four (4) of the six (6) years of experience must have been in a position of extensive management responsibility (i.e., specialized experience), which includes financial management, space and facilities management, oversight of information technology and human resources functions, and long and short-range planning.

Educational Equivalent:

Undergraduate – Education in a college or university of recognized standing may be substituted for a maximum of three (3) years of the required general experience on the basis that one academic year of education equals nine (9) months of experience. A bachelor's degree from a college or university of recognized standing may be substituted for three (3) years of the required general experience.

Postgraduate and/or Legal –A post graduate 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. A degree from an accredited law school may be considered as qualifying for two additional years of the required general experience.

Preferred Qualifications:

- Court experience, specifically working in court administration and operations within the Federal Judiciary.
- Knowledge and understanding of national and local bankruptcy 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 CMAssist or another program.
- Exceptional communication and interpersonal skills, along with a proven record of leadership and accomplishments in areas of human resources, budget and finance, and information technology in a court environment.

Benefits:

Employees are entitled to paid vacation and sick leave, 11 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, as well as participation in the Thrift Savings Plan (401K), and the Federal Employees Retirement System. For additional information regarding benefits, please visit <https://www.uscourts.gov/careers/benefits>. Parking is also provided.

Conditions of Employment:

Applicant must be a United States Citizen 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. 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 12 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. Some travel may be required for periodic meetings and training.

How to Apply:

This position is open to all qualified applicants. Qualified applicants should submit: (1) a cover letter (including a narrative statement that addresses why the applicant would be a good fit, the applicant's 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 three (3) 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.

The United States Bankruptcy Court for the Northern District of Oklahoma reserves the right to modify the conditions of this vacancy announcement, or to withdraw the announcement at any time without prior written or other notice.

THE COURT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER