



**UNITED STATES BANKRUPTCY COURT  
SOUTHERN DISTRICT OF IOWA**

**Notice of Position Vacancy**

<b>Position:</b>	Chief Deputy Clerk (2019-03 DSM)
<b>Duty Station:</b>	Des Moines, Iowa
<b>Position Term:</b>	Full-Time
<b>Salary Range:</b>	JSP 13-16 (\$88,704 to \$144,606) (Commensurate with qualifications and experience)
<b>Application Opening Date:</b>	September 16, 2019
<b>Application Closing Date:</b>	Open until filled; preference given to applications received by October 18, 2019

The United States Bankruptcy Court for the Southern District of Iowa is accepting applications from qualified candidates for the position of Chief Deputy Clerk.

**POSITION OVERVIEW**

The Chief Deputy Clerk is a senior-level management position reporting directly to the Clerk of Court and, in the absence of the Clerk, assumes the functions and responsibilities of the Clerk.

The Chief Deputy shares with the Clerk the responsibility for the supervision and management of daily operations, including public service, case management, courtroom services, statistical reporting, records maintenance, human resources, information technology, security, financial operations, budget, procurement, property management, and training.

Working closely with the Clerk and the staff, the Chief Deputy assists in the development, implementation, and refinement of office policies, procedures, and programs to enhance the productivity and efficiency of the organization.

The Chief Deputy works closely with the Clerk to develop and prioritize long-range goals and plans for the Clerk's Office and to establish short-term deadlines for completion of work assignments and special projects.

### **REPRESENTATIVE DUTIES**

- Assists in creating a vision of excellence through strategic and long-range planning in an environment of limited and decreasing resources;
- Serves as a leadership resource for senior officials and strives to meet current and future organizational needs by formulating, recommending, implementing, and evaluating organizational structure, reporting relationships, functional assignments, and office policies and procedures;
- Coaches, develops, and fosters teamwork among operational and administrative personnel;
- Directly supervises two departmental managers and 5 court/operations staff;
- Works with the Clerk to maintain a daily management presence to ensure smooth ongoing operations;
- Consults with and makes recommendations to the Clerk regarding changes and updates to administrative and operational policies and procedures; interprets and applies the appropriate statutes, rules, and operating procedures, including the *Guide to Judiciary Policy* and local internal policies and procedures;
- Facilitates the development, implementation, and enforcement of policies and practices to secure staff and physical assets of the court, which may include oversight of: property management, training, emergency preparedness and disaster recovery activities, space and facility needs, security, and acquiring additional resources as needed;
- Works with the Clerk, as well as Budget, Finance, Procurement, and IT leadership to develop spending plans for the court;
- Works with the Clerk to evaluate the court's allotments and to determine appropriate staffing and spending decisions in light of the court's short and long term goals;
- Works with the Clerk and Human Resources Administrator in all aspects of Human Resources including a working knowledge of HRMIS/Leave Tracking and ePerformance, developing and delivering performance appraisals, resolving personnel issues and managing conflict;
- Approves all payment requests and payment and travel vouchers in the Clerk's absence and approves payment vouchers payable to the Clerk when they are not otherwise approved by the Chief Judge; responsible for oversight of procurement, financial management and internal controls;
- Performs annual internal financial audits and self-assessments as required by the *Guide to Judiciary Policy*;
- Other duties as assigned.

## **QUALIFICATIONS**

Candidates must be a U.S. Citizen or a lawful permanent resident.

Qualified candidates must have a minimum of six years of progressively responsible administrative or managerial experience through which they gained a thorough understanding of organizational management, court and bankruptcy case administration, practices and procedures, laws, rules, and regulations. At least three years of this experience must be from a position of progressively responsible administrative, supervisory, managerial, or professional work, preferably in a court environment. Candidates with backgrounds including, but not limited to, organizational management, administration, finance, business process, and/or technical writing are preferred.

The successful candidate must have knowledge of sound financial controls and policies. A working knowledge of the Bankruptcy Code and Rules, broad automation skills, and an understanding of electronic case management systems are highly desirable. Proficiency in Microsoft Office Suite (Excel, PowerPoint, Word) is essential.

In addition, candidates must have a performance history that demonstrates proven skill in managing limited resources against multiple demands, flexibility to adapt and lead in a changing work environment, strong organizational, prioritization and problem-solving skills, the ability to exercise sound judgment, and solid oral and written communication skills. He or she must also be capable of providing innovative solutions to workplace challenges and demonstrate strong analytical and project management abilities.

Candidates must have demonstrated a strong commitment to developing and sustaining a collaborative, supportive, and harmonious team environment. They must possess a professional demeanor and attitude; strong leadership and interpersonal skills; the ability to exercise mature judgment; high ethical standards; and a positive, can-do attitude.

## **BENEFITS**

- 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
- 10 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 transportation subsidy (dependent on fiscal year funding) or parking privileges

This position is subject to mandatory participation in electronic funds transfer (direct deposit) for payroll.

### **SELECTION PROCESS**

The most qualified applicants will be invited to one (or more) personal interviews with the court. Persons selected for interviews will be required to travel to the designated location at their own expense. The court is not authorized to reimburse candidates for travel or relocation expenses.

Candidates progressing beyond the initial interview phase may be tested for eligibility.

Prior to appointment, the selectee considered for this position is required to undergo an FBI Background Check and Investigation. The selectee may then be appointed provisionally, and retention will depend upon a favorable suitability determination of the background investigation. As a condition of employment, employees are subject to updated background investigations every five years.

In addition, the incumbent must satisfactorily complete a six (6) month probationary period.

### **APPLICATION PROCEDURE**

To be assured consideration for this position, qualified applicants must submit the following:

- Cover letter detailing qualifications and relevant experience
- Resume
- Three professional references
- Completed Application for Judicial Branch Employment (AO78)

**Available at: [www.iasb.uscourts.gov](http://www.iasb.uscourts.gov) or <http://www.uscourts.gov/forms/AO078.pdf>**

Documents must be submitted in PDF format to: [IASB\\_HR@iasb.uscourts.gov](mailto:IASB_HR@iasb.uscourts.gov)

The Bankruptcy Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date without prior written notice. Incomplete applications, as well as those not submitted electronically, will not be considered. Only those applicants selected for interview will be contacted.

**The United States Bankruptcy Court is an Equal Opportunity Employer and welcomes diversity.**