

United States Bankruptcy Court - Western District of Tennessee
Notice of Position Vacancy

Position Title: Clerk of Court

Position Number: 15-04

Starting Salary: Up to \$168,700 (JSP 17)

Closing Date: August 3, 2015, 4:00 p.m. CST

General Information

The United States Bankruptcy Court for the Western District of Tennessee is accepting applications for the position of Clerk of Court. The Clerk of Court is appointed by the Court and serves under the direction of the Chief Judge of the Court. As the Court Unit Executive of the Clerk's Office, the incumbent is responsible for managing the operational and administrative duties of the office and ensures its compliance with statutory requirements.

Representative Duties

- Creating a vision of excellence through strategic planning in an environment of limited and decreasing resources;
- Creating and maintaining a culture that values human resources and the contributions necessary to maintain a good customer service based organization;
- Directing staff responsible for the processing of bankruptcy cases;
- Promoting and maintaining the integrity of official records in the custody of the court;
- Working with the court, members of the Bar, and the public to improve the delivery of court services;
- Working with various governmental agencies on a variety of matters necessary to conduct court business;
- Hiring and assigning personnel as well as designing and managing training programs;
- Preparing and managing the annual budget, which includes budgetary and staffing projections;
- Managing space and facilities and working with the General Services Administration (GSA);
- Directing the court's financial services functions including purchasing, collecting fees, authorizing expenditures, accounting and any other fiscal responsibilities in accordance with statutory requirements;
- Analyzing and making recommendations on statutes, local rules, and procedures affecting the operations of the court;
- Managing staff responsible for automation and information technology services, statistical analysis and reporting requirements, inventory control, and human resources management;
- Managing the Employment Dispute Resolution Plan (EDR Plan);
- Consulting with and making recommendations to the judges regarding court policies and procedures;
- Performing other duties as assigned.

Minimum Mandatory and Preferred Qualifications:

- BA/BS degree in public, business, or court administration (or other related field). Additional professional, legal or graduate degrees preferred.

- This position requires a minimum of 10 years of progressively responsible administrative experience in public service or business that provided a thorough understanding of organizational, procedural, and human aspects in managing an organization. At least three of the 10 years of experience must have been in a position of substantial management responsibility. Such experience should include operational knowledge of the courts, financial management, budget and staffing planning and projections, space and facilities management, human resources management, oversight of information technology, and long-and short-range planning.
- Federal or state court experience is highly desirable; experience in a bankruptcy environment is preferred. This experience should include a general understanding of court operations and administration.
- Ability to successfully lead with vision; sustain a high level of organizational excellence; articulate management priorities; foster strong and effective working relationships; and work collaboratively with others.
- Exceptional communication and interpersonal skills, along with a proven record of leadership and accomplishments, are required, preferably in a court environment.
- Knowledge of legal terminology and court procedures is required.
- Excellent judgment and proven problem solving abilities, which include demonstrated ability to gather and analyze relevant data.
- Ability to adapt to and lead change as directed by the Court.
- Excellent written and verbal communication skills and the ability to listen to others' suggestions with an open mind to ensure forward, creative thinking. Exceptional presentation skills and the ability to effectively interface with judicial officers. Ability to resolve conflict through thorough investigation and mediation skills.
- Strong leadership skills and the ability to effectively coach, develop, direct, and manage a skilled, service-oriented team.
- Experience in promoting a culture of high performance and continuous improvement.
- Knowledge of technology and technical agility.
- Availability for travel to include overnight stays.

Information for Applicants

- Applicant must be a U.S. citizen or eligible to work in the United States.
- The Federal Financial Reform Act requires direct deposit of federal wages for court employees.
- All court employees are “at will” employees, and therefore the appointee may be removed from this position at any time.
- The selected candidate for this position is subject to a background check as a condition of employment.
- Only the best qualified candidates will be considered for this position. Applicants selected for interviews must travel at their own expense. Relocation expenses will not be reimbursed.
- The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement.

Procedures for Applying

To be considered for this position, please submit the complete application packet as outlined.

- Cover letter and resume (include position number)
- Three professional references. By submitting the references, the applicant consents to those references being contacted by the court.
- Application Questionnaire Part I and Part II – the questionnaire is available at www.tnwb.uscourts.gov, Job Opportunities, Clerk of Court Application Questionnaire.

Documents may be submitted in PDF format to: employment@tnwb.uscourts.gov; or mailed (if mailed, furnish five sets of the application packet) to: United States Bankruptcy Court, ATTN: HR 15-04, 200 Jefferson Ave., Suite 413, Memphis, TN 38103.

The United States Bankruptcy Court is an Equal Opportunity Employer.