



UNITED STATES BANKRUPTCY COURT  
FOR THE CENTRAL DISTRICT OF ILLINOIS

ANNOUNCEMENT NUMBER 2015-02

NOTICE OF VACANCY  
CLERK OF COURT

- Salary Range:** JSP 16 starting at \$136,070 commensurate with experience and qualifications, with growth *potential* to JSP 17
- Location:** Springfield, Illinois
- Posting Dates:** January 27, 2015 - February 11, 2015
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The United States Bankruptcy Court for the Central District of Illinois is seeking applications for the position of Clerk of Court. The court is currently composed of two judges, four Chambers staff and a Clerk's Office staff of twenty-five, with the headquarters office located in Springfield and divisional offices located in Urbana, Illinois and Peoria, Illinois.

The clerk is appointed by the judges of the court. This is a high level management position which functions under the direction of the chief judge. The clerk serves as the chief executive officer for virtually all of the non-judicial functions of the court, and as such, manages a wide variety of administrative and operational activities including, but not limited to:

- Consulting with and making recommendations to the judges regarding court policies and procedures;
- Hiring and assigning personnel;
- Preparing and managing the annual budget of the court;
- Working with various governmental agencies on a variety of issues necessary to court activities such as space facilities and court security;
- Managing and supervising the purchasing and financial management activities of the court;
- Directing staff responsible for the processing of bankruptcy cases and adversary proceedings and other case management functions, courtroom support needs, information technology services, statistical analysis and reporting requirements, internal controls, inventory control and human resources management; and
- Traveling periodically to divisional offices in Urbana, Illinois and Peoria, Illinois.

## **QUALIFICATIONS:**

Experience - A minimum of 10 years of progressively responsible general administrative experience in public service or business which provides 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 that demonstrates knowledge of applied technology and an enthusiasm for innovation. Understanding the use of technology in the workplace and the ability to effectively communicate both orally and in writing are essential. Candidates must demonstrate proven skills in problem solving, organizational prioritizing, and staff motivation. Experience in maintaining relationships with other court units, the Administrative Office of the U.S. Courts, and the Federal Judicial Center is preferred. Experience in court management, including experience in personnel development, fiscal management, and court operations, is preferred. Knowledge of the Bankruptcy Code and Rules is preferred. The ideal candidate should possess strong leadership and interpersonal skills. Experience in the federal judiciary preferred but not required.

In addition, the successful candidate must be a leader, motivator, highly organized, and maintain a professional demeanor at all times. Candidate must also have the ability to provide innovative solutions to workplace problems and employee relation issues; possess excellent written and verbal communications skills; have expertise in dealing with others in person-to-person work relationships; and strong analytical and project management skills.

Education - A post-graduate degree in public, business or judicial administration from a college or university is strongly preferred. Education in a college or university of recognized standing may be substituted for a maximum of 3 years of the required general experience on the basis of one academic year of education for 9 months of experience. A post-graduate degree may be considered qualifying for one additional year of the required general experience. A law degree from an accredited law school may be considered as qualifying for two additional years of the required general experience. Consideration may be given to the substitution of the active practice of law in either the public or private sector on a year-for-year basis for the management or administrative experience requirement.

## **BENEFITS:**

- 10 paid holidays per year
- 13-26 paid vacation days (depending on length of federal service)/13 paid sick days per year
- Partially paid medical insurance and life insurance paid by employee
- Participation in Federal Employees Retirement System
- Thrift Savings (retirement) Plan with Government matching contributions
- Flexible spending accounts for child/dependent care and medical expenses
- Long-term care insurance paid by employee

## **CONDITIONS OF EMPLOYMENT:**

All application information is subject to verification. Appointment to this position is provisional, contingent upon a background check. Retention depends on a favorable suitability determination after a ten-year background investigation. Background checks similar to the initial check will be conducted every five years thereafter. Judiciary employees are required to adhere to the Code of Conduct for Judicial Employees. Applicants must be citizens of the United States of America or be eligible to work in the United States.

## **PROCEDURES FOR SELECTION:**

The court will screen all applications and the best qualified applicants will be invited for personal interviews. Travel expenses associated with interviews, if applicable, will be borne by the applicants.

## **HOW TO APPLY:**

Qualified persons interested in being considered for this position are invited to submit an application packet composed of a completed AO 78- Application for Judicial Employment, available at [www.ilcb.uscourts.gov](http://www.ilcb.uscourts.gov), a resume detailing all relevant experience, education and skills, a cover letter and narrative statement. The narrative statement should address the following topics:

Management Philosophy;

Strategy and approach to management and leadership; and

Strategy and approach to developing and sustaining collegial working relationships with court personnel to include staff, senior managers and judges.

All application materials should be sent in an envelope marked "Confidential" to:

**Chief Judge Mary P. Gorman  
U.S. Bankruptcy Court  
Central District of Illinois  
600 East Monroe Street, #226  
Springfield, IL 62701**

The Application packet should be received by 5:00 p.m. CST on February 11, 2015.

The United States Bankruptcy Court is part of the Federal Judiciary. Although comparable to civil service in salary, leave accrual, health benefits, life insurance benefits and retirement benefits, the Clerk of Court position is an EXCEPTED service appointment. The Clerk of Court is an at-will employee who serves at the pleasure of the court, and, as a general rule, can be terminated with or without cause by the court. The court reserves the right to modify the conditions of this job announcement. Due to the anticipated number of applications, the court only will communicate with the best qualified applicants who may be invited for a personal interview. The final candidate will be subject to a full FBI background check and investigation and retention in the position will depend upon favorable results of that investigation in addition to subsequent periodic reinvestigations. The Federal Financial Management Reform Act of 1994 mandates that net salary payments be transferred electronically (direct deposit).

**THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER**