



**United States Bankruptcy Court  
Eastern District of New York  
Office of the Clerk**

<https://www.nyeb.uscourts.gov>

**CAREER OPPORTUNITY**

Position Announcement No. 25-05

**POSITION TITLE:** Chief Deputy Clerk  
**POSITION TYPE:** Full Time, Permanent  
**DUTY STATION:** Brooklyn, NY, with frequent travel required between the Brooklyn and Central Islip courthouses.  
**SALARY RANGE:** JSP 14 -16 (\$146,754 - \$202,453)  
(Starting salary is commensurate with qualifications and experience.)  
**OPENING DATE:** Friday, July 11, 2025  
**CLOSING DATE:** Position will remain open until filled, with priority given to applications received by Friday, August 8, 2025.

**Position Overview:**

The United States Bankruptcy Court for the Eastern District of New York 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. The Clerk and Chief Deputy serve the Judges of the Court. 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 and is responsible for the overall administration and supervision of the Clerk's Office employees. The Clerk's Office currently has 41 employees and provides operational support to six bankruptcy judges in two offices located in Brooklyn and Central Islip. Periodic travel between offices will be required.

**Representative Duties:**

The Chief Deputy Clerk performs duties that include, but are not limited to:

- Serve the Judges of the Court, providing the service and support they need to fulfill their responsibilities.

- Manage the following services and staff: automation/information technology; case administration, including CM/ECF; courtroom services; intake; records management; statistical reporting; quality control; procurement; finance; budget; space; 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, 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.
- Prepare statistical and narrative reports. Manage the annual budget. Hire and assign personnel.
- Establish, implement, and revise administrative and managerial techniques, systems, programs, and procedures.
- Establish and adjust long-range schedules, priorities, and deadlines for completion of projects, and coordinate work schedules as needed.
- 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.
- Travel, which may include overnight stays, both within and outside the district.
- Performing other duties as assigned.

### **Qualifications:**

#### **Mandatory:**

- A bachelor's degree from an accredited college or university.
- This position requires a minimum of six (6) years of progressive experience in professional, investigative, technical, or other responsible work which provided an opportunity to gain (a) general knowledge of management practices and processes, (b) skill in communicating with others and building strong relationships, and (c) the ability to exercise mature judgment. At least 3 of the 6 years of experience must include progressive responsible supervisory, managerial, or professional work experience.

A master's degree in business, public administration, law, management, or related field or a juris doctor (JD) degree from an accredited college or university is preferred and may be substituted for some experience requirements.

- All applicants must be U.S. citizens or permanently eligible to work in the United States.

**Preferred:**

- Federal or state court experience is highly desirable. Bankruptcy court experience, including operations and administration, is preferred.
- Excellent interpersonal skills. Excellent written and verbal communication skills with the proven ability to communicate information clearly and accurately.
- Strong leadership skills and the ability to effectively coach, develop, direct, and manage a skilled, service-oriented team.
- Exceptional organizational, project management, and time management skills. Ability to handle multiple tasks simultaneously.
- Computer literacy. Proficiency with Microsoft Office products, Adobe Acrobat, and knowledge of general software operation.

**Benefits:**

The United States Bankruptcy Court offers an excellent working environment. Court employees are covered by the Court Personnel System and are entitled to benefits listed on the United States Courts website at <https://www.uscourts.gov/careers/benefits>, which include:

11 Paid Federal Holidays

13 Annual Leave Days (per year for the first three years)

20 Annual Leave Days (after three years)

26 Annual Leave Days (after fifteen years)

13 Sick Leave Days

Federal Employees Health Benefit Plan

Flexible Spending Accounts:

- HealthCare Reimbursement Account
- Dependent Care Reimbursement Account

Thrift Savings Plan (TSP)

Federal Employees Group Life Insurance

Long-Term Care Insurance

Federal Employees Dental/Vision Plans

Federal Employees Retirement System

Fitness Center Membership (fee required)

**Information for applicants:**

Only the most qualified candidates will be invited to interview. Applicants selected for interviews must travel to Brooklyn or Central Islip, New York at their own expense.

Only applicants who are selected for interviews will be contacted by the Court.

Judiciary employees serve under excepted appointments and are considered at-will employees. The initial appointment to this position is provisional pending the successful completion of the required ten-year background investigation and subsequent favorable suitability determination, and every five years thereafter will be subject to re-investigation. Direct deposit is required for payment of compensation for employees. All applicants must be U.S. citizens or permanently eligible to work in the United States.

The Court requires employees to adhere to the Code of Conduct for Judicial Employees, which is available at <https://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>.

The Chief Deputy Clerk is required to adhere to the Court's Employment Dispute Resolution Plan (EDR Plan), which is available at [https://www.nyeb.uscourts.gov/sites/nyeb/files/EDR\\_Plan.pdf](https://www.nyeb.uscourts.gov/sites/nyeb/files/EDR_Plan.pdf).

The United States Bankruptcy Court reserves the right to amend the conditions of this position announcement or to withdraw the announcement at any time without prior written or other notice.

**How to apply:**

Qualified applicants should submit the following documents:

- 1) A cover letter or letter of interest.
- 2) Current résumé detailing specialized experience, salary history, functions managed, and number of personnel supervised.
- 3) Contact information for 3 professional references.
- 4) Completed and signed Form AO 78, Application for Federal Judicial Branch Employment, available at <https://www.uscourts.gov/forms/human-resources-forms>.
- 5) A separate narrative of no more than two pages that describes applicant's (a) management style or philosophy, vision, and values; (b) relevant strengths and demonstrated experience as they relate to the duties and responsibilities of this position; and (c) personal experiences building effective working relationships and developing teams.

All documents should be emailed as one PDF to [Chief\\_Deputy@nyeb.uscourts.gov](mailto:Chief_Deputy@nyeb.uscourts.gov). Incomplete applications will not be considered.

**Application deadline:**

This position will remain open until filled. However, priority will be given to applications received by **5:00 p.m. EST on August 8, 2025**.

**The U.S. Bankruptcy Court is an Equal Opportunity Employer.**