



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

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

CAREER OPPORTUNITY

Position Announcement No. 24-02

POSITION TITLE: Clerk of Court
POSITION TYPE: Full Time, Permanent
DUTY STATION: Brooklyn or Central Islip, NY
SALARY RANGE: JSP 16 -17 (\$198,044 - \$243,300)
(Starting salary is commensurate with qualifications and experience.)
OPENING DATE: Monday, September 23, 2024
CLOSING DATE: Position will remain open until filled, with priority given to applications received by Friday, October 18, 2024.

Position Overview:

The United States Bankruptcy Court for the Eastern District of New York is seeking a highly qualified, full-time professional to serve as the Clerk of Court. This is an executive-level management position, responsible for operational and administrative management of the Court.

The Clerk of Court serves under the direction of the Chief Judge and is responsible for performing the statutory duties of the Office of the Clerk pursuant to 28 U.S.C. § 751. The Clerk is responsible for managing all administrative and operational activities of the Clerk's Office and overseeing the performance of the statutory duties of the office, including establishing strategic goals; budget development and execution; and coordinating activity with other court units, federal agencies, and legal associations. The Clerk's Office is also responsible for providing administrative support services in the areas of human resources, information systems, space and facilities and finance.

The Clerk's Office currently has 42 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 Clerk performs duties that include, but are not limited to:

- Working closely with the Chief Judge and other judges regarding court administration policy.
- 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.
- Travel, which may include overnight stays, both within and outside the district.
- Performing other duties as assigned.

Qualifications:

Mandatory:

- This position requires a minimum of ten (10) years of progressively responsible administrative

experience in public service or business and a thorough understanding of managing a complex organization.

- Three (3) of the ten years must be in a position requiring substantial management responsibility. Substantial management responsibility is defined as high-level administrative experience that provides a thorough understanding of the organizational, procedural, and human aspects of managing an organization. Such experience typically includes financial management, space and facilities management, oversight of the information technology and human resources functions and long and short-range workforce management planning.
- 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.
- A bachelor's degree with an emphasis in government, law, public, business, or judicial administration or a related field is strongly encouraged.
- A performance history that demonstrates proven skills in managing limited resources against multiple demands; strong organizational, prioritizing, problem solving and conflict resolution skills; and solid oral and written communication skills are essential.
- The 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.
- 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.
- Experience in promoting a culture of high performance and continuous improvement.
- Knowledge of, and ability to adapt to changes in technology.

Substitutions:

- An attorney who is in the active practice of law in either the public or private sector may substitute year-for-year active practice experience for the necessary management or administrative experience.

- A bachelor's degree from a college or university of recognized standing may be substituted for 3 years of the required general experience.
- A post graduate degree in public, business or judicial administration from a college or university of recognized standing 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.

Personal Characteristics:

Applicants must have strong leadership qualities, integrity and excellent interpersonal, communication, organizational and conflict resolution skills. The ideal candidate would have experience in technology, personnel development, staff motivation and all aspects of Court services. The ideal candidate can work well with the public, the Bar of this Court, and fellow employees.

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:

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| 11 Paid Federal Holidays | Thrift Savings Plan (TSP) |
| 13 Annual Leave Days (per year for the first three years) | Federal Employees Group Life Insurance |
| 20 Annual Leave Days (after three years) | Long-Term Care Insurance |
| 26 Annual Leave Days (after fifteen years) | Federal Employees Dental/Vision Plans |
| 13 Sick Leave Days | Federal Employees Retirement System |
| Federal Employees Health Benefit Plan | Fitness Center Membership (fee required) |
| Flexible Spending Accounts: | |
| • HealthCare Reimbursement Account | |
| • Dependent Care Reimbursement Account | |

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 Clerk of Court 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.

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:

A cover letter or letter of interest.

Current résumé detailing specialized experience, salary history, functions managed, and number of personnel supervised.

A separate narrative of no more than two pages that describes applicant's leadership style, philosophy, and vision, with a description of the applicant's experience with human resources and information technology and systems.

Completed and signed Form AO 78, Application for Federal Judicial Branch Employment, available at <https://www.uscourts.gov/forms/human-resources-forms>.

All documents should be emailed as one PDF to clerk_of_court_applications@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 October 18, 2024**.

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