



United States Bankruptcy Court Western District of Virginia

Position Vacancy Announcement - 2012 - 01

POSITION TITLE: Chief Deputy Clerk (Type II)

POSITION TYPE: Regular, Full-Time

LOCATION: Roanoke, Virginia

SALARY RANGE: JSP 14/1 - JSP 16/10 (\$96, 690 - \$165,300) Based on Qualifications

OPENING DATE: January 10, 2012

CLOSING DATE: Open until filled, with preference given to applications submitted by Wednesday, February 15, 2012

POSITION OVERVIEW:

The Chief Deputy Clerk is a senior management position that reports directly to the Clerk of Court. The Chief Deputy Clerk plays a key role in the development of organizational standards, goals and objectives, the establishment of priorities and deadlines, and the implementation of policies and priorities of the Clerk and the Court. Together with the Clerk, the Chief Deputy Clerk provides leadership, management, and supervision for all operations of the Clerk's Office, and assumes the duties of the Clerk in the Clerk's absence.

MINIMUM QUALIFICATIONS:

Applicants must have six years of experience in a responsible administrative, professional or technical position in which they have gained a thorough understanding of organizational management to include administrative and human resource aspects. At least three of the six years of experience must have been in a position of substantial management responsibility, preferably in a court environment. Applicant must also possess the ability to

- exercise mature judgement;
- provide leadership and foster strong and effective working relationships;
- understand the basic concepts, principles, policies, and theories of human resource and organizational management;
- communicate effectively;
- demonstrate strong organizational, prioritizing and problem-solving skills;
- maintain a professional appearance and demeanor at all times.

PREFERRED QUALIFICATIONS:

Preference will be given to applicants with

- supervisory or managerial experience in the Federal Judiciary;
- an understanding of the principles of case management and operational experience with CM/ECF and FAS4T.

ADDITIONAL INFORMATION:

- Employees of the United States Bankruptcy Court are “At Will” employees and required to adhere to a Code of Conduct for Judicial Employees.
- The selected candidate will be subject to a background check (including references, criminal history, and credit history) as a condition of employment. The person selected for this position will also be required to submit fingerprints for an FBI background check. Employment will be considered provisional pending the successful completion of a ten-year background investigation. The incumbent will be subject to updated background investigations every five years.
- All appointments are subject to mandatory electronic funds transfer for payment of net pay.

HOW TO APPLY:

Interested applicants should submit a comprehensive resume, including full educational summary, employment and salary history, supervisory/management experience, and contact list of three professional references to:

John W. L. Craig, II, Clerk
United States Bankruptcy Court
Western District of Virginia
210 Church Avenue, Room 200
Roanoke, VA 24011

Only applicants who are selected for interview will be contacted by the Court. No funds are available for reimbursement of travel expenses in connection with interviews.

The United States Bankruptcy Court is an Equal Opportunity Employer.