



**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF NEW MEXICO**

**Vacancy Announcement #2017-01  
April 1, 2017**

**POSITION:** Clerk of Court.

**LOCATION:** Albuquerque, NM.

**SALARY/GRADE:** JSP 15-17 (\$119,596-\$186,768), commensurate with experience and education.

**POSITION TYPE:** Full-time, Permanent.

**OPENING DATE:** April 1, 2017.

**CLOSING DATE:** Open until filled, but applications received after **May 1, 2017** may not be considered. The position will be available in September 2017.

**POSITION OVERVIEW:** The United States Bankruptcy Court for the District of New Mexico is recruiting a new Clerk of Court. The Clerk is appointed by the court's judges and has overall management authority and responsibility for the non-judicial components of the Court. The Clerk works closely with the bankruptcy judges to meet the administrative and operational needs of the Court. As the Court Unit Executive, the Clerk is responsible for supervising the Court's budget and financial management, human resources, information technology, and space/facilities. The Clerk serves at the pleasure of the bankruptcy judges and is responsible for performing the statutory duties of the position under 28 USC § 156 (e) and (f).

**ABOUT THE COURT:** The United States Bankruptcy Court for the District of New Mexico has two full-time judges and their staffs. The Clerk's Office currently has 20 deputy clerks. The Court and Clerk's Office are in downtown Albuquerque.

**REPRESENTATIVE DUTIES:**

- Work closely with the judges on court administration and policy;
- Oversee strategic planning;
- Formulate, implement, monitor, and modify Clerk's Office policies;
- Analyze and make recommendations on local rules, forms, and procedures affecting Court operations;
- Manage staff responsible for processing bankruptcy cases;
- Promote and maintain the integrity of official records in the Court's custody;
- Manage staff responsible for computers and information technology; statistical analysis and reporting; inventory control; budget; procurement; and human resources;
- Direct the court's financial services, including budgeting, purchasing, collecting fees, authorizing expenditures, accounting, and any other fiscal responsibilities in accordance with statutory requirements, and is responsible for maintaining and updating internal controls;
- Oversee the hiring, assigning, training, and evaluating of personnel;
- Review and analyze organizational structure, work assignments, and duties;
- Work with counterparts in other court units to manage shared administrative services;
- Work with other courts, members of the bar, and the public to improve court services;

- Work with the Administrative Office of the U.S. Courts and Federal Judicial Center on a range of administrative matters;
- Work with other governmental agencies as needed to conduct court business;
- Manage emergency preparedness plans;
- Coordinate and prepare any required statistical studies and reports;
- Serve as the Court's Public Information Officer and liaison with the news media; and
- Travel and speak publicly as needed.

**QUALIFICATIONS:**

- Mandatory: A bachelor's degree, with an emphasis in government, judicial, public, business administration or a related field, is required. Applicants must have at least 10 years of progressively responsible administrative experience in public service or a private business, at least three of which were in a position of substantial management responsibility.
- Preferred: Preference will be given to applicants with (a) a post-graduate degree in administrative or legal studies; (b) relevant experience in the U.S. federal judiciary; or (c) experience in court management.
- Substitution: (a) Undergraduate education in an accredited college or university may substitute for up to three years of administrative experience, at the rate nine months of experience for each year of education. A bachelor's degree from an accredited college or university may substitute for three years of the required administrative experience; (b) A postgraduate degree in public, business or judicial administration from such a college or university may substitute for one year of administrative experience; (c) A juris doctorate from an accredited law school may substitute for two years of administrative experience; and (d) An attorney in the active practice of law may substitute each year of practice for a year of administrative or management 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 personnel development, staff motivation, and all aspects of court services. The ideal candidate can work well with the public and fellow employees, and is familiar with court governance policies.

**BENEFITS:** Compensation includes a number of benefits, such as: paid vacation and sick leave; participation in federal health benefits, life insurance, the Thrift Savings Plan, and retirement program; supplemental dental and vision insurance; long term care plan options; and flexible spending accounts. Relocation expenses may be paid to the successful applicant, depending on budget and other considerations.

**APPLICATIONS:** Qualified applicants should submit the following:

- A cover letter that outlines qualifications, experience, and significant accomplishments;
- A narrative statement about management style and philosophy;
- A resume;
- A completed Form AO78 (available for download in *.pdf* format from the employment information link at [www.nmb.uscourts.gov/employment](http://www.nmb.uscourts.gov/employment); and
- Contact information for at least three professional references.

Mail completed applications to:

Human Resources, Vacancy Announcement #2017-01  
United States Bankruptcy Court  
P.O. Box 546  
Albuquerque, NM 87103-0546

or email them to [nmbc\\_hr@nmb.uscourts.gov](mailto:nmbc_hr@nmb.uscourts.gov)

Incomplete applications will not be considered. The most qualified applicants will be invited to a personal interview with the Court. Applicants selected for interviews must travel to Albuquerque at their own expense. The Court reserves the right to amend or withdraw the job opening without written notice to applicants.

**APPLICATION DEADLINE:** Open until filled, but applications received after **May 1, 2017** may not be considered.

**CONDITIONS OF EMPLOYMENT:**

- Employees must be United States citizens or eligible to work in the United States.
- Employees will be hired provisionally pending results of a criminal and FBI background check. This is a highly sensitive position; the selected applicant must successfully complete a ten-year background investigation, with periodic updates every five years thereafter.
- Employees are required to use Electronic Funds Transfer (EFT) for payroll deposit.
- Employment is “at will”; employees can be terminated with or without cause by the Court.
- Employees are required to adhere to a Code of Conduct (available from the employment section of the Court’s web site)

**For additional information, please visit the United States Bankruptcy Court website at:**  
[www.nmb.uscourts.gov](http://www.nmb.uscourts.gov).

**The United States Bankruptcy Court is an Equal Opportunity Employer**