



UNITED STATES BANKRUPTCY COURT MIDDLE DISTRICT OF PENNSYLVANIA

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CLERK OF COURT

Vacancy Announcement #24-01

Position/Type:	Clerk of Court (Full-Time Permanent)
Location/Duty Station:	Harrisburg or Wilkes-Barre, PA (Preferred location in Wilkes-Barre)
Salary Range:	JSP 17 (\$193,607 - \$224,178) (Commensurate with qualifications and experience)
Anticipated Start Date:	January 2025
Application Opening Date:	July 22, 2024
Application Closing Date:	August 9, 2024

POSITION OVERVIEW:

The United States Bankruptcy Court for the Middle District of Pennsylvania is accepting applications for the full-time position of Clerk of the Bankruptcy Court. The Office of the Clerk includes a headquarters office in Wilkes-Barre, Pennsylvania and one divisional office in Harrisburg, Pennsylvania.

The clerk of court is appointed by the Judges of the Court under the provisions of 28 U.S.C. §156. This is an executive level position which operates under the direction of the Chief Judge and the Court, which is comprised of two bankruptcy judges. The Clerk of Court is responsible for overseeing the performance of the statutory duties of the office and for managing the administrative activities of the Clerk's Office which has a staff of 20 employees.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Consulting with the judges on court policies and procedures, and making recommendations as needed.
- Preparing and managing the court's annual budget, which includes budgetary and staffing projections.
- Understanding and implementing statutes, rules, and procedures affecting court operations.
- Overseeing the fulfillment of the court's bankruptcy responsibilities including maintaining an accurate docket, issuing appropriate and timely notices, and customer service.
- Safeguarding the integrity of official records in the custody of the court.
- Supervising and directing non-chambers staff.
- Maintaining and satisfying internal control procedures and external audit requirements.
- Working with the judges, bar, and public to improve the delivery of court services.
- Interacting with governmental agencies on matters that bear on court business.
- Hiring, assigning, and training of personnel efficiently and effectively.
- Inspiring and modeling excellence – personally and through strategic planning.

- Fostering a culture that values and delivers good customer service.
- Developing and administering comprehensive emergency preparedness plans.
- Preparing statistical studies and reports for the court, the circuit, the Administrative Office of the U.S. Courts, and the Judicial Conference of the United States.
- Working with managers to plan and oversee systems and technology, inventory control, space and facilities, human resources management, procurement, financial management, and statistical analysis and reporting.
- Serving as a liaison to the Administrative Office of the U.S. Courts, the Federal Judicial Center, other court units, the Office of the U.S. Trustee, the General Services Administration, and various bar associations.
- Managing the Employment Dispute Resolution Plan.
- Performing other related duties that the court may require.

QUALIFICATION REQUIREMENTS:

This position calls for a minimum of ten years' relevant 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 ten years of experience should have been in a management or supervisory role, preferably within a court setting.

A bachelor's degree from a college or university of recognized standing is required. Preference may be given to candidates whose education is in government, public, business, or judicial administration. A Juris Doctor degree from an accredited law school is preferred.

Preference will be given to candidates with bankruptcy knowledge and/or bankruptcy court experience. Knowledge of office automation, including automated case management systems and a working knowledge of the Federal Rules of Bankruptcy Procedure and the Court's Local Rules is preferred.

The successful candidate will have excellent analytical skills, good judgment, and solid problem-solving experience. Proven leadership talent is expected, along with outstanding oral and written expression. The new Clerk must also have the ability to foster strong and effective working relationships. The court fosters a culture of high performance and continuous improvement, and the Clerk must always maintain a professional demeanor.

EMPLOYEE BENEFITS:

Court employees are considered at-will and are not covered by federal civil service rules. They are, however, entitled to the same benefits as other federal employees. These include:

- Accrual of paid vacation and sick leave, based on length of service
- 11 paid holidays per year
- Federal Employees Health, Dental and Vision Insurance Programs
- Federal Employees' Group Life Insurance
- Federal Employees Retirement System (FERS)
- Thrift Savings Plan (TSP) with employer matching contributions
- Long-Term Care Insurance Program
- Flexible Spending Accounts Program

Please visit <https://www.uscourts.gov/careers/benefits> for additional information on benefits.

HOW TO APPLY:

To apply, please submit the following in a single PDF document to Jobs@pamb.uscourts.gov with subject line, "Clerk of Court 24-01" and your name. Applications will not be considered unless all items have been received. Only those candidates selected to be interviewed will be contacted.

1. Cover letter addressing the applicant's interest in the position, leadership/management style, and how the applicant's experience matches the needs of the Court.
2. Resume
3. List of three professional references with current contact information
4. Completed [Form AO 78 Application for Judicial Branch Federal Employment](#) (please be advised that candidates are required to complete questions 18-20 of the AO 78)

CONDITIONS OF EMPLOYMENT:

- Employees of the United States Bankruptcy Court serve under "Excepted Appointment" and are considered "At Will" employees.
- Employees are required to adhere to the [Code of Conduct for Judicial Employees](#).
- Applicants must be U.S. citizens or otherwise eligible to work in the United States.
- As a condition of employment, the selected candidate must successfully complete a ten-year background investigation, and subsequent favorable suitability determination. Every five years thereafter will be subject to a reinvestigation.
- All appointments subject to mandatory electronic funds transfer for payment of net pay.
- The court reserves the right to amend or withdraw this vacancy announcement with or without written notice to applicants.

The United States Bankruptcy Court is an Equal Opportunity Employer.