



**UNITED STATES BANKRUPTCY COURT  
MIDDLE DISTRICT OF PENNSYLVANIA**

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**CHIEF DEPUTY CLERK  
Vacancy Announcement #25-01**

**Position/Type:** Chief Deputy Clerk (Type II)  
**Location/Duty Station:** Harrisburg, PA  
**Position Type:** Full-Time, Permanent  
**Salary Range:** JSP 15-16 (\$146,542 to \$204,000)  
(Based upon qualifications and experience)  
**Application Opening Date:** November 20, 2024  
**Application Closing Date:** December 20, 2024

The United States Bankruptcy Court for the Middle District of Pennsylvania is accepting applications for the full-time position of Chief Deputy Clerk. This position reports directly to the Clerk of Court and has a duty station in Harrisburg. The court supports two bankruptcy judges and has a clerk's office staff of 20 employees. The court has a headquarters office in Wilkes-Barre and one divisional office in Harrisburg.

**POSITION OVERVIEW:**

The Chief Deputy Clerk is a senior-level management position which functions under the direction of the Clerk of Court. The Chief Deputy serves as second-in-command to the Clerk and has regular interaction with federal judges, high-level officials, members of the bar, court staff, and the public. 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 of Court in providing leadership, management, and supervision of the Clerk's Office and assists in the organization's planning, development and implementation of office procedures, and management of the daily functions of the Clerk's Office, including case management, courtroom services, statistical analysis, statistical reporting, information technology, financial management, budget, space and facilities, procurement, and human resources. The Chief Deputy is the alternate certifying officer for the Court.

The Chief Deputy Clerk is the Clerk's primary advisor and is expected to implement the Clerk's vision, goals, and objectives. This position operates with a high degree of autonomy and is critical to overall management, planning, and decision-making within the Clerk's Office. In the absence of the Clerk, the Chief Deputy assumes the duties and responsibilities of the Clerk.

**REPRESENTATIVE DUTIES AND RESPONSIBILITIES:**

- Directly manages and provides leadership to supervisors and staff responsible for administrative services, operations, finance, human resources, and information technology.
- Assists with preparation, development, and monitoring of annual spending plan, budget allocations, and status of funds.

- Assists with developing and executing strategic and long-range plans of the Clerk's Office and the court that comply with applicable statutes, rules, and guidelines, including the Guide to Judiciary Policy, local policies, and internal controls.
- Reviews and makes recommendations related to the local rules and other case processing procedures, as necessary.
- Promotes and maintains the integrity of official records in the custody of the court.
- Analyzes and makes recommendations on policies, procedures, and other matters affective the operations of the court.
- Acts 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 to resolve complex issues of practice and procedure.
- Continually reviews and analyzes organization structure, reporting relationships and functional assignments to meet current and future organizational needs.
- Directs, trains, mentors, and evaluates supervisory and professional staff, including establishing standards, communicating with, and advising supervisors, managers, and the Clerk on applicable administrative matters, procedures, and practices.
- Participates in the recruitment, selection, training, promotion, discipline, and evaluation of staff members.
- Performs other duties, special projects, and assignments that the court may require.

### **REQUIRED QUALIFICATIONS:**

This position requires a bachelor's degree from an accredited college or university. A qualified applicant must possess a minimum of six (6) years of progressively responsible administrative experience in public service or business that provided an opportunity to gain a thorough understanding of the organizational, operational, procedural, administrative, and human aspects of management. At least three (3) of the six years of experience must have been in a position with substantial management responsibility.

The successful candidate must possess excellent analytical skills, sound ethics and judgment, solid problem-solving skills, and excellent communication and interpersonal skills. The Chief Deputy must demonstrate effective leadership, have the ability to foster strong and effective working relationships, and must maintain a professional demeanor.

### **PREFERRED QUALIFICATIONS:**

In-depth working knowledge of the bankruptcy court system, the Bankruptcy Code, and the Federal Rules of Bankruptcy Procedure is highly desirable. Preference will be given to candidates with court experience specifically working in court administration and operations within the Federal Judiciary, and knowledge of office automation, including automated case management systems. A Juris Doctor degree from an accredited law school is preferred.

### **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, submit the following in a single PDF document to [Jobs@pamb.uscourts.gov](mailto:Jobs@pamb.uscourts.gov) with the subject line, “Chief Deputy Clerk 25-01” and your name:

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)

Applications will not be considered unless all items have been received. Only those candidates selected to be interviewed will be contacted.

### **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.
- 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.*