

UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF VIRGINIA  
OFFICE OF THE CLERK

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**POSITION ANNOUNCEMENT**

**CHIEF DEPUTY CLERK (TYPE II)**

**ANNOUNCEMENT NUMBER:** 24-010

**APPOINTMENT:** Permanent, Full-time

**LOCATION:** To Be Determined

**AREA OF CONSIDERATION:** Open to all qualified applicants

**OPENING DATE:** December 18, 2024

**SALARY RANGE:** JSP 16  
(\$170,944 - \$204,000)  
*(salary commensurate with qualifications and experience)*

**CLOSING DATE:** The position is open until filled. First preference will be given to applicants whose applications are received by January 15, 2025.

**Position Overview:**

The United States Bankruptcy Court for the Eastern District of Virginia is seeking qualified applicants for the full-time position of Chief Deputy Clerk. The court has six Judges and Clerk's Office staff of 48 employees. The court has divisional offices located in Alexandria, Norfolk, Newport News and Richmond. The Chief Deputy Clerk (Chief Deputy) is a senior-level management position reporting directly to the Court Unit Executive/Clerk of Court (Clerk). The position requires periodic travel to divisional offices as well as to other locations for meetings and training as required.

Under the direction of the Clerk, 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 in providing management and leadership of all non-judicial functions and activities of the court including but not limited to: case flow; human resources; budget and finance; information technology; public relations/communications; training and development; and strategic planning. The Chief Deputy is a member of the Clerk's executive management team.

### **Representative Duties:**

The Chief Deputy performs duties and responsibilities which include, but are not limited to, the following:

- Assists in creating a vision of excellence through strategic planning in an environment of limited and decreasing resources;
- Manages support services and staff, including: case administration, courtroom services, information technology, records management, time and attendance, statistical reporting, finance and budget management, space and facilities, training and development, strategic planning, and human resource management;
- Promotes and maintains the integrity of official records in the custody of the court;
- Assists in preparing and managing the court's annual budget and financial services in accordance with statutory and other requirements;
- Conducts special studies and implements special projects related to court administration;
- Analyzes and makes recommendations on statutes, local rules, and procedures affecting the operations of the court;
- Manages and oversees audit, self-assessment, and other review requirements.
- Advises the Clerk on matters affecting the functioning of the Clerk's Office;
- Reviews and analyzes organizational structure, reporting relationships, and functional assignments to meet current and future organizational needs;
- Devises, implements, and perfects administrative and managerial techniques, systems, methods, programs, and procedures;
- Establishes schedules and priorities for completion of work;
- Works with members of the bar and the public to improve the delivery of court services;
- Works with various governmental agencies on a variety of matters necessary to conduct court business; and
- Performs other duties as assigned.

### **Qualifications:**

To qualify for the position of Chief Deputy, applicants must have a minimum of six years of progressively responsible administrative, professional, investigative, technical or other responsible work that provided an opportunity to gain: 1) a knowledge of management practices and administrative processes; 2) skill in dealing with others in person-to-person work relationships; and 3) the ability to exercise mature judgment. At least three of the six years of experience (specialized experience) must have been in a position of substantial administrative, supervisory, or managerial responsibility, where the incumbent can demonstrate effective leadership and employee relations expertise.

### **Education:**

Education above the high school level in accredited institutions may be substituted for the experience requirement where one academic year equals nine months of experience. Completion of one academic year of graduate study in an accredited university in such fields as business or public administration, political science, criminal justice, law, management, or related field, may be substituted for one year of specialized experience. Completion of a master's degree or two years of graduate study in areas of business or public administration, political science, criminal justice,

law, or related field, or completion of a Juris Doctor (J.D.) may be substituted for two years of specialized experience.

Additionally, the court's preferred qualifications are:

- Federal or state court experience; experience in bankruptcy court administration and operations is highly desirable;
- General understanding of court operations and administration, with the ability to successfully lead with vision, the ability to sustain a high level of organizational excellence, the ability to articulate management priorities, and the ability to foster strong and effective working relationships;
- Exceptional communication and interpersonal skills, along with a proven record of leadership and accomplishments in areas of human resources, budget and finance, and information technology in a court environment;
- Previous experience in managing court managers, administrative, and information technology staff;
- Knowledge of legal terminology and bankruptcy court procedures;
- Experience with the federal court case management electronic filing system;
- Proficient in Adobe and Microsoft Office (Word, Excel and PowerPoint) products with the ability to create spreadsheets, charts, graphs, and develop presentations; and
- A graduate or professional degree in public administration, business management, law, or related field.

**Benefits:**

Judicial Branch employees are "at will" employees and are not subject to the employment regulations of competitive service. However, judiciary employees are entitled to benefits similar to those of other government employees including: paid annual and sick leave, eleven paid holidays per year, health and life insurance, a flexible benefits program, participation in the Thrift Savings Plan (similar to a 401K plan, with employer matching) as well as participation in the Federal Employees Retirement System, flexible work schedule, and a professional environment. Salary will be based on experience and qualifications. Electronic Funds Transfer (EFT) for payroll deposit is required.

**Conditions of Employment:**

Applicants must be United States citizens or lawful permanent residents actively seeking citizenship. As a condition of employment, the selected candidate must successfully complete a ten-year background investigation with periodic updates every five years thereafter. Employment will be considered provisional pending the successful completion of the background investigation and a favorable suitability determination.

**How to Apply:**

All interested persons must submit:

- Cover Letter
- Resume
- 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 information technology and systems, software applications and infrastructure.

- Contact information for at least two professional references knowledgeable of employment history, character and integrity.
- Completed and signed Form AO 78, Application for Federal Judicial Branch Employment, available at <https://www.uscourts.gov/forms/human-resources-forms>.

Please submit all documents as a single combined PDF document via email to [HR@vaeb.uscourts.gov](mailto:HR@vaeb.uscourts.gov). Incomplete application materials will not be considered.

Only the most qualified candidates will be invited for a personal interview. Applicants selected for interviews must travel to Richmond at their own expense. Only applicants who are selected for interviews will be contacted by the Court.

The court provides reasonable accommodations to applicants with disabilities. All employees are required to adhere to the "Code of Conduct for Judicial Employees," which is available for review upon request. The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position at any time, any of which actions may occur without any prior written or other notice.

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