



Clerk of Court

U.S. Bankruptcy Court Southern District of California

Salary: JSP 16, Step 1 – JSP 17, Step 10 \$191,998 - \$243,300
(Depending on qualifications and experience)

Deadline: April 9, 2024

Anticipated start: Early August 2024

The United States Bankruptcy Court for the Southern District of California is seeking a highly qualified professional with experience in leading a complex, innovative, and fast-paced organization to serve as Clerk of Court.

The court is located in San Diego, California in the historic Jacob Weinberger United States Courthouse. It has jurisdiction over bankruptcy cases from San Diego and Imperial Counties. The clerk's office currently has 24 staff, and provides operational and administrative support to the court's three judges and chambers staff.

The Bankruptcy Judges of the district appoint the Clerk of Court, who has overall management authority and responsibility for the court's non-judicial functions. The Clerk holds the highest non-judicial position in the court. The role includes working closely with the Chief Judge to ensure that the court's administrative and operational needs are met and that the office's statutory duties are carried out.

The position requires a dynamic individual with superior management abilities and technical expertise. Exceptional communication and interpersonal skills are vital, along with a proven record of leadership and accomplishment.

Representative Duties

The Clerk of Court's duties include, among other things:

- Consulting with the judges on court policies and procedures, and making recommendations as needed;
- 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;
- Inspiring and modeling excellence – personally and through strategic planning;
- Fostering a culture that values and delivers good customer service;
- Safeguarding the integrity of official court records in the Clerk's custody;
- Supervising and directing non-chambers staff;
- Preparing and managing the court's annual budget, which includes budgetary and staffing projections;
- 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;
- 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; and
- Performing other related duties that the court may require.

Qualifications

This position calls for a minimum of ten years' relevant experience in public service or business. That background should provide a thorough understanding of administrative and human aspects of 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. Preference will be given to candidates with bankruptcy knowledge and/or bankruptcy court experience.

A bachelor's degree from an accredited institution is required. Preference may be given to candidates whose education is in government, or business, public or judicial administration.

The successful candidate will be an ethical leader who can clearly describe his or her leadership style, vision, and professional values. The court fosters a culture of high performance and continuous improvement, and the Clerk must maintain a professional demeanor at all times.

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.

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:

- 13 days paid vacation for the first 3 years employment, 20 days after 3 years, 26 days after 15 years;
- 13 days paid sick leave per year;
- 11 paid holidays per year;
- Medical, dental, and vision insurance;
- Federal Employees' Group Life Insurance;
- Federal Employees Dental and Vision Insurance Program
- Federal Employees Retirement System;
- Tax-deferred and Roth retirement savings and investment plan under the Thrift Savings Plan;
- Long-Term Care Insurance Program;
- Flexible Spending Program.

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

Information for Applicants

The selected candidate will undergo a full FBI background suitability check as a condition of employment and may be subject to periodic updates. Applicants must be U.S. citizens or eligible to work in the United States.

How to Apply

To ensure consideration, promptly submit the following as a **single pdf** document by midnight, **Tuesday, April 9, 2024**:

1. Cover letter;
2. Resume;
3. List of three professional references with current contact information;
4. Completed and signed "AO 78, Application for Federal Judicial Branch Employment" (fillable form can be found under About the Court and "Job Vacancies" at www.casb.uscourts.gov); and
5. Narrative statement of not more than two pages describing the applicant's leadership style, vision, and professional values.

Application packages must be emailed to HR Manager, Kathy Noel: hr_casb@casb.uscourts.gov with subject line, "**Clerk of Court #24-01, (Your Name)**" and will not be considered complete unless all items have been received by Human Resources. Incomplete application packets will disqualify the applicant from further consideration.

Interview expenses are not eligible for reimbursement, unless invited to participate in the final round of interviews. Relocation expenses for the selected candidate may be available.

The United States Bankruptcy Court reserves the right to amend the conditions of this job vacancy announcement, or to withdraw the announcement at any time without prior written or other notice.

Vacancy Announcement: 24-01

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