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**UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF OKLAHOMA**

www.okwb.uscourts.gov

Position Title: Chief Deputy Clerk (Type II)
Position Number: 20-01BK
Location: Oklahoma City
Start Date: February 14, 2020
Close Date: March 16, 2020
Salary Range: JSP 15 – JSP 16 (\$126,810- \$181,500)
(Commensurate with qualifications and in accordance with the Guide to Judiciary Policy)

The United States Bankruptcy Court for the Western District of Oklahoma is seeking qualified applicants for the position of Chief Deputy Clerk (Type II). The court is comprised of two full-time judges and their staffs and the Court Clerk's Office staff of twenty deputy clerks.

Position Overview:

The Chief Deputy Clerk is a senior management position that reports directly to the Clerk of Court and has regular interactions with judges, members of the bar, trustees, and the public. The Chief Deputy assists the Clerk of Court in providing leadership, management, and supervision of the Clerk's Office and acts on behalf of the Clerk in his or her absence. The Chief Deputy assists the Clerk in providing management and leadership of all non-judicial functions and activities of the court including case management, budget and finance, human resources, information technology, public relations and communications, training and development, and strategic planning.

Representative Duties:

- Assists with devising and executing strategic plans.
- Manages staff responsible for administrative services, operations, and information technology.
- Develops and implements office policies and procedures to enhance the productivity and effectiveness of the court.
- Reviews and makes recommendations related to the local rules and other case processing procedures as required.
- Promotes and maintains the integrity of official records in the custody of the court.
- Works and partners with the Administrative Office of the United States Courts, Federal Judicial Center, other courts, court units, the bar, government agencies, judges, and the public to deliver excellent court services and to resolve complex issues.

- Fosters an atmosphere of teamwork and valuing teammates and their suggestions and encouraging their growth and development.
- Assists in overseeing and implementing the annual budget and spending plan.
- Serves as the alternate certifying officer for the Court.
- Conducts special studies or coordinates and implements special projects related to court administration, operations and other areas, as may be requested by judges or the Clerk.
- Analyzes and interprets trends, statistics, and patterns to help the court anticipate challenges and manage effectively for growth and change.
- Interprets and applies the appropriate statutes, rules, guidelines, including the *Guide to Judiciary Policy*, and local internal policies and controls.
- Advises the Clerk on matters affecting the functioning of the entire Clerk's office.
- Performs other duties as assigned.

Qualifications Requirements: Applicants must be a United States citizen or eligible to work in the United States.

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:

- Knowledge of management practices and administrative processes;
- Skill in dealing with others in person-to-person work relationships; and
- 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 above the high school level in accredited institutions may be substituted for the general experience on the basis of 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 Doctorate (JD) may be substituted for two years of specialized experience.

Court Preferred Qualifications:

- Managerial experience.
- Completion of post-graduate degree in public, business or court administration or a JD.
- Court experience, specifically working in court administration and operations within the Federal Judiciary, even more specifically a bankruptcy court(s).
- Demonstrated ability to lead with vision, articulate priorities, develop staff, and drive organizational excellence.
- Exceptional communication and interpersonal skills, tact, good judgment, and initiative.

Benefits: Employees of the U.S. Bankruptcy Court are not classified under Civil Service, but are entitled to many of the same benefits as other federal government employees including participation in health and life insurance programs, periodic grade and step increases, and paid holidays.

Additional Information: The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, which may occur without prior written or other notice. In the event a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the court may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position.

This is a High Sensitive position within the judiciary. As a condition of employment, the selected candidate must successfully complete a ten-year background investigation with periodic updates every five years. All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application material may be grounds for non-selection, withdrawal or an offer of employment, or dismissal after being employed. All employees are subject to mandatory electronic direct deposit of salary payment.

Selected candidate will be subject to a one-year probationary period. All court employees are at will and therefore the selected candidate may be removed from this position at any time if, after reasonable on-the-job training, the selected candidate fails to perform at a satisfactory level.

Some travel may be required for periodic meetings and training.

The U.S. Bankruptcy Court requires employees to adhere to a Code of Conduct for Judicial Employees, which is available to applicants upon request.

Application Instructions. Qualified candidates are invited to apply by sending an application package consisting of:

1. A cover letter with three references.
2. A résumé.
3. Federal Employment Application (AO-78) available at www.okwb.uscourts.gov; and
4. A written response to the attached list of questions.

Application packages must be submitted as a single .pdf document and emailed to HR@okwd.uscourts.gov.

Vacancy No. 20-01BK
United States Bankruptcy Court
Western District of Oklahoma
215 Dean A. McGee, Rm 147
Oklahoma City, OK 73102

An Equal Opportunity Employer

Applicants for Chief Deputy Clerk

Please submit typewritten answers (no more than two pages per question, double-spaced, 12 point font or greater) with your completed application package.

1. Describe your leadership style or philosophy.
2. Provide an example of a challenging managerial issue you have encountered. How did you resolve the issue?