

**United States Bankruptcy Court
Northern District of Illinois
Vacancy Announcement**



Position: Chief Deputy Clerk (Type II)
Location: Chicago, Illinois
Salary: JSP 15/16 \$127,139 - \$168,700
(Commensurate with Qualifications)

Posting Date: May 1, 2015

Closing Date: May 29, 2015

Posting Number: 15-05

Join the United States Bankruptcy Court's team of energetic, career minded professionals! The United States Bankruptcy Court for the Northern District of Illinois is accepting applications for the full-time position of Chief Deputy Clerk. The Office of the Clerk offers an opportunity for self-motivated individuals with excellent management, interpersonal, automation, and analytical skills with a strong work ethic to launch or continue a career in public service. Our fast paced, prestigious environment consists of challenging and rewarding work, training opportunities, and the potential for advancement.

Position Overview: This is an executive level position which functions in collaboration with the Clerk of Court and management team in the administration and supervision of the Clerk's Office. Currently, the Clerk's Office has 100 employees. In the absence of the Clerk, the Chief Deputy Clerk assumes the duties and responsibilities of the Clerk. The Chief Deputy Clerk assists in organizational planning, development and implementation of office procedures, and management of daily operations, including the following: case management, records maintenance, financial management, public services, courtroom services, statistical analysis and reporting, information technology, budget, training and administration. The Chief Deputy also assists the Clerk with management of the court's financial management systems, long-range and strategic planning, and application of the Federal Rules of Procedure and Local Rules. Occasional travel may be required.

The Clerk's Office focuses on utilizing the talents and strengths of our members to achieve our mission. Our organization is managed in a collaborative, participatory manner with an emphasis on management consensus and employee involvement in the decision-making process. The Chief Deputy must fully embrace, facilitate, and encourage the leadership and management philosophy and style required for long-term success.

About the Court: The United States Bankruptcy Court for the Northern District of Illinois is located in Chicago, Illinois, with a divisional office in Rockford, Illinois. The Court has nine judges in Chicago and one judge in Rockford. The Court is one of the busiest bankruptcy courts in the United States with over 50,000 cases filed in 2014.

Qualifications and Experience: Qualified candidates must have a performance history that demonstrates proven skills in management practices and administrative processes. All applicants should have a minimum of six (6) years of progressively responsible experience in court management and administration in which they have gained a thorough understanding of judicial organizations including administration of automated case records management and governmental financial accounting programs. At least three (3) of the six (6) years must have been in a position of management responsibility. Strong leadership and organizational skills in prioritizing, problem solving, and conflict resolution are required. Candidates must have solid oral and written communication skills and computer proficiency; knowledge of sound financial controls and policies; ability to exercise mature judgment; high ethical standards and a positive work attitude; ability to adapt and lead in a changing work environment; understanding of statistical data, data analysis, and evaluation methodologies. Knowledge of legal terminology and procedures is required. A working knowledge of the Bankruptcy Code and Rules is preferred.

The successful candidate must have a bachelor's degree in a related field from an accredited college or university. A master's degree, relevant post graduate certification, or a Juris Doctor (J.D.) is preferred and may be substituted for up to two (2) years of professional experience.

General Information: The final candidate will be required to satisfactorily complete a criminal background investigation. The Court requires employees to adhere to the Code of Conduct for Judicial Employees which is available at <http://www.uscourts.gov/library/conduct.html>. Direct deposit is required for employee salary compensation. Applicants must be United States citizens or eligible to work in the United States. The Court is a smoke free environment.

Employee Benefits: The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Court employees are considered AT-WILL and can be terminated with or without cause by the court. While court employees are not covered by federal civil service classifications or regulations, they are, however, entitled to the same benefits as other federal employees. These benefits include: 13 days paid vacation for the first three (3) years of employment, 20 days after three (3) years, 26 days after 15 years; 13 days paid sick leave per year; 10 paid holidays per year; choice of medical, dental and vision coverage from a wide variety of plans; life insurance options; Federal Employees Retirement System; immediate participation in the Thrift Savings Plan (401K plan); optional participation in the Judiciary's Long Term Care Insurance Program; optional participation in the Judiciary's Flexible Spending Program; Commuter Benefit Program (dependent on fiscal year funding); Continuing Education Assistance Program (dependent

on fiscal year funding).

Application Procedures: Interested applicants should submit a resume detailing education and work experience, a cover letter, two (2) references and a completed AO78 Application for Judicial Branch Federal Employment. The cover letter should indicate the position that you are applying for and identify how your education and/or experience relate to the duties and responsibilities of this position. Resumes without the cover letter addressing the qualifications will not be considered.

How to Apply: In order to be considered for this position, go to

<https://tdi.ilnb.uscourts.gov/wwwroot/Employment/appform.cfm?ref=ba21c8dc&pos=15-05>

complete all questions and attach your cover letter, resume, references and the Judicial Branch Federal Employment Application (AO 78).

Applications for Judicial Branch Federal Employment (AO78) may be obtained from the Court's website at:

https://tdi.ilnb.uscourts.gov/wwwroot/Employment/application_for_employment.pdf

Note to ILNB applicants only: Please complete all questions and attach your cover letter and resume.

Incomplete application materials will not be accepted. No facsimiles will be accepted.

Only applicants who are selected for interviews will be contacted by the Court. Applicants selected for interviews must travel at their own expense or be interviewed via telephone and/or video conference.

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.

The United States Bankruptcy Court is an Equal Opportunity Employer.