



## UNITED STATES BANKRUPTCY COURT SOUTHERN DISTRICT OF ALABAMA

### Vacancy Announcement 18-01

**Position:** Clerk of Court  
**Classification:** JSP 17  
**Salary:** \$160,671 - \$186,282 (2017 figures), commensurate with qualifications and experience  
**Location:** Mobile, Alabama  
**Opening Date:** January 2, 2018  
**Closing Date:** 5:00 p.m. CST February 9, 2018  
**Starting Date:** Flexible to some extent but as soon as practicable

The United States Bankruptcy Court for the Southern District of Alabama is seeking a senior level executive to serve as its Clerk of Court. The Clerk of Court works in collaboration with and reports directly to the two bankruptcy judges. The position's duty station is in Mobile, Alabama.

#### **The Position**

The Clerk of Court is appointed by the bankruptcy judges and has overall management authority and responsibility for the non-judicial components of the court. The clerk occupies the highest non-judicial position in the court and works closely with the two judges in assuring that the administrative and operational needs of the court are effectively and efficiently met. The clerk supervises a staff of approximately twenty clerk's office employees and provides operational support to the judges. As the court unit executive, the clerk is also responsible for providing administrative support services in the areas of budget and financial management, human resources, systems technology, space & facilities, and court staff. The clerk serves as the court's liaison to, and works cooperatively with, federal and local government agencies, bar groups, media representatives, and the public. The clerk serves at the pleasure of the bankruptcy judges and is responsible for performing the statutory duties of the Office of the Clerk pursuant to 28 U.S.C. § 156(e) and (f).

The clerk of court performs duties which include but are not limited to:

- working closely with the two bankruptcy judges regarding court administration and policy;
- strategic planning in an environment of limited and decreasing resources;
- providing the administrative and operational infrastructure necessary to efficiently and effectively achieve the court's mission, including hiring, assigning, and training of personnel;
- creating and maintaining a culture that values human resources and the contributions necessary to maintain a good customer service based organization;
- directing and overseeing the court's financial services functions including purchasing, collecting fees, authorizing expenditures, accounting, and any other fiscal responsibilities in accordance with statutory requirements;
- ensuring proper oversight in the revision and maintenance of internal control procedures;
- overseeing management staff responsible for supervising automation and information technology services, statistical analysis and reporting requirements, inventory control, and human resources management (HRMIS);
- preparing and managing the court's annual budget including budgetary and staffing projections;
- facilitating the court's use of technology and automation;
- analyzing and keeping current on statutes, local rules, and procedures affecting the operation of the court;
- directing development and administration of comprehensive emergency preparedness plans;
- coordinating and preparing statistical studies and reports as required by the court, the circuit, the Administrative Office, and the Judicial Conference;
- managing space and facilities and working with the General Services Administration (GSA);
- traveling, including overnight stays, as needed;
- serving as the court's public information officer;
- working with the court, members of the bar, and the public to improve the delivery of court services;
- overseeing the court's planned move into the renovated John A. Campbell U.S. Courthouse in 2019; and
- performing special duties as directed.

### **Qualification Standards**

A bachelor's degree with an emphasis in government, law, accounting, human resources, business administration, or a related field is required. Additional professional, legal, or graduate degrees will be favorably considered. Transcripts must be submitted for verification prior to start of employment.

Candidates should have a strong background of progressively responsible administrative experience in public service or business. A significant portion of the experience must have been in a position of substantial management responsibility.

An attorney who is in the active practice of law in either the public or private sector may substitute active practice for the management or administrative experience requirements.

Preference will be given to candidates with federal judiciary experience, especially those familiar with the court system, office automation applications (including automated case management), legal terminology, the Federal Rules of Bankruptcy Procedure, and adversary proceeding case flow.

Candidates should have excellent judgment, solid organizational and problem-solving experience, and outstanding oral and written communication skills. The successful candidate should be a leader and motivator who is able to clearly describe his or her demonstrative leadership style, vision and values. He or she should have strong presentation skills and the ability to effectively and collaboratively interface and work with judicial officers. He or she should have experience in promoting a culture of high performance and continuous improvement.

### **Procedures for Applying**

Qualified candidates should email a current resume along with a cover letter. Please include an e-mail address, a daytime telephone number, and contact information for three professional references. The submission must be emailed as a single document in PDF format to [clerkapplication@alsb.uscourts.gov](mailto:clerkapplication@alsb.uscourts.gov)

### **Selection Process**

The most suitable applicants will be invited to one or more personal interviews. Only applicants selected for interviews will be contacted by the court. At the court's discretion, initial interviews may be conducted by video or telephone. Pursuant to AO regulations, interview travel reimbursement is not available except for two finalists. Applicants selected for an interview must submit the Application for Judicial Branch Employment (AO78) (available at [www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment](http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment)).

Upon appointment, the selectee is required to undergo an FBI background check and investigation.

## **Benefits**

Benefits include paid vacation, sick leave, and participation in federal health benefits, life insurance, retirement benefits, and tax-deferred savings plan. This position is subject to mandatory participation in direct deposit for payroll.

## **Notice to Applicants**

Clerks of Court of the U.S. Bankruptcy Courts serve under excepted appointments and are considered “at will” employees.

Relocation expenses may be reimbursed, subject to availability of appropriated funds and approval of the Eleventh Circuit Judicial Council.

All applicants must be U.S. citizens or be eligible to work in the United States.

Judiciary employees must adhere to the Code of Conduct for Judicial Employees.

The court reserves the right to modify the conditions of the job announcement, to withdraw the announcement or to fill the position sooner than the closing date without prior notice.

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