

**OFFICE OF THE CLERK
UNITED STATES BANKRUPTCY COURT
DISTRICT OF MASSACHUSETTS**



VACANCY ANNOUNCEMENT 2019-04

Chief Deputy Clerk (Type II)

Opening Date: August 1, 2019

Closing Date: Open until filled.

Start Date: October 1, 2019

(Priority consideration given to applications received by September 1, 2019)

Location: Boston, Massachusetts

Grade/Salary Range: JSP 14-16 (\$116,240- \$176,900)
(Salary commensurate with experience, qualifications, and education)

- A new Chief Deputy Clerk may be appointed as a “designee” before the separation of a current Chief Deputy Clerk, for a maximum period of three months. The designee position will overlap as needed between incoming and outgoing Chief Deputies and thereby support the orderly transition of responsibilities. A designee position is not applicable to or available to an employee who is being promoted from within the current court unit in which case, the Start date would be December 31, 2019.

Position Summary: The United States Bankruptcy Court for the District of Massachusetts is currently accepting applications from qualified candidates for the position of Chief Deputy Clerk. This is a senior-level management position reporting directly to the Clerk of Court. 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 Clerk assists the Clerk in providing management and leadership of all non-judicial functions and activities of the Court.

The U.S. Bankruptcy Court for the District of Massachusetts has five presiding judges, chambers staff, and approximately 47 clerk's office staff. The business of the Court is conducted at three divisional offices located in Boston, Worcester, and Springfield. The position requires interaction with judges, lawyers, and other senior officials, within and outside the Judiciary.

The Chief Deputy Clerk is principally responsible for effectively managing court support services including automation, case administration, courtroom services, intake, records management, training, statistical reporting, quality control, finance and budget, procurement, space and facilities, and human resources.

The Chief Deputy Clerk analyzes the quality and quantity of work, recommends corrective actions, consults and makes recommendations to the Clerk of Court on various management matters. The Chief Deputy Clerk also assists the Clerk of Court with the development, implementation, and refinement of procedures to enhance the productivity and effectiveness of the Clerk's Office; organizational and strategic planning; application of the Bankruptcy Code, Guide to Judiciary Policy, Federal Rules of Bankruptcy Procedure, and Local Rules of the Court; and preparation of reports and district wide projects. Travel to Worcester and Springfield and to conferences (both locally and nationally) is required.

Required Qualifications: Applicants must possess a demonstrated record of senior level administrative and management experience in public service or business that provided a thorough understanding of organizational, procedural, and human aspects in managing an organization. Strong analytical, communication, and interpersonal skills are required.

A degree from an accredited law school, or a postgraduate degree in public, court, or business administration (or related field) is strongly preferred. Managerial experience in a court environment and understanding of the administration of the federal court system are also strongly preferred.

The successful candidate must have knowledge of sound financial controls and policies. A working knowledge of the Bankruptcy Code and Rules, broad automation skills, and an understanding of electronic case management systems are highly desirable. Proficiency in Microsoft Office Suite (Excel, PowerPoint, Word) is essential. Familiarity with electronic database systems is preferred.

Benefits: Federal benefits include paid vacation and sick leave, health benefits, life insurance, with optional dental, vision and long term care coverage. Federal Employees Retirement System and employer-matching Thrift Savings Plan (similar to a 401K). Public transportation subsidy (budget dependent).

Conditions of Employment: Must be a U.S. citizen or lawful permanent resident seeking U.S. citizenship. Positions with the U.S. Courts are excepted service appointments, which are "at will" and may be terminated with or without cause. Employees are hired provisionally, pending the results of a background investigation. Direct deposit of pay required.

HOW TO APPLY: Please submit a cover letter, resume, and Application for Judicial Branch Federal Employment Form (Form AO 78a)* to: Anita Scigliano, Human Resources Specialist, U.S. Bankruptcy

Court, John W. McCormack Post Office & Court House, 5 Post Office Square, Suite 1150, Boston, MA 02109-3945; email: hr@mab.uscourts.gov

* Application for Judicial Branch Employment, Form AO 78a may be downloaded from <http://www.mab.uscourts.gov>.

PLEASE DO NOT CALL OR EMAIL THE COURT INQUIRING ABOUT THIS POSITION.
Due to the anticipated high volume of applications, the Court cannot respond to inquiries. Only qualified applicants will be considered for this position.