



VACANCY ANNOUNCEMENT #2026-01

Chief Deputy Clerk (Type II) Office of the Clerk United States Bankruptcy Court District of Massachusetts

Position Title: Chief Deputy Clerk (Type II)

Location: Boston, Massachusetts

Grade/Salary Range: JSP 14-16 (\$142,452-\$209,600) *Salary commensurate with experience, qualifications, and education*

Opening Date: January 27, 2026

Closing Date: Open until filled.
Priority consideration given to applications received by February 16, 2026

*The salary for this position will be based upon current pay scale and applicant experience and education in accordance with the Judicial Salary Plan of the U.S. Courts.

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 assists the Clerk in providing management and leadership of all non-judicial functions and activities of the Court.

The Court has three presiding judges,¹ chambers employees, and approximately 30 Clerk's Office employees. 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 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

¹ The Court has five authorized judgeships. Two judgeships are vacant and will be filled when the caseload warrants.

facilities, and human resources. The Chief Deputy serves as second-in-command to the Clerk regarding the supervision, management, and administration of the Clerk's Office.

The Chief Deputy analyzes the quality and quantity of work, recommends corrective actions, consults and makes recommendations to the Clerk on various management matters. The Chief Deputy also assists the Clerk 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 Guide to Judiciary Policy, Bankruptcy Code, Federal Rules of Bankruptcy Procedure, and Local Rules of the Court; and preparation of reports and district-wide projects. Travel to divisional offices and to conferences (both locally and nationally) is required.

Representative duties include:

- Serves the Judges of the Court, providing the service and support they need to fulfill their responsibilities.
- Manages the following Court employees and services: property and procurement; finance and accounting; space and facilities; inventory control; training and development; strategic planning; and human resources.
- Oversees financial functions of the Court including approving purchase requests and serving as the alternate Certifying Officer.
- Substantially involved in the preparation of the Court's annual spending plan including budgetary and staffing projections and the overall day-to-day management of the Court's budget.
- Oversees internal controls and separation of duties including determining and remedying any violations.
- Conducts the Internal Control Manual and Court Unit Budget Organization Plan (CUBOP) annual review and drafts revisions.
- Directly oversees and manages all Court self-assessment and external audits.
- Assists the Clerk in reviewing and analyzing organizational structure, reporting relationships, and functional assignments to meet current and future organizational needs.
- Participates in the recruitment, selection, training, promotion, discipline, and evaluation of employees.
- Works with other government agencies on facilities management, communication systems, emergency preparedness and disaster recovery activities.
- Performs other duties and special projects as assigned.

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 Bachelor's degree from an accredited college or university is required. A degree from an accredited law school, or a postgraduate degree in public, court, or business administration (or related field) is 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:

Accrual of paid annual and sick leave; and 11 paid holidays per year.

Retirement benefits under the Federal Employees Retirement System (FERS), which includes the Thrift Savings Plan, a 401(k) style retirement savings program with employer matching and automatic contributions.

Health benefits under the Federal Employees Health Benefits Program (FEHB).

Life insurance benefits under the Federal Employees Group Life Insurance Program (FEGLI).

Flexible Benefits Program.

Dental and Vision insurance options under the Federal Employees Vision and Dental Insurance Program (FEDVIP).

Transit Subsidy Program (dependent upon budget).

Please visit <https://www.uscourts.gov/careers/benefits> to learn more.

Telework: While the Court has a telework program for all employees, the Clerk and Chief Deputy work primarily in person.

Application Process: To apply, please submit (1) a cover letter, (2) a resume that includes the name, title, and contact information of two references, and (3) an Application for Judicial Branch Federal Employment (Form AO 78) available at <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>. Please be advised that candidates are required to complete questions 18-21 of the AO 78 regarding criminal history. Completed applications may be submitted electronically via email to hr@mab.uscourts.gov. Selected interviews will be scheduled until the position is filled. Only those candidates selected to be interviewed will be contacted. Travel reimbursement in connection with the selection process and/or relocation is not authorized.

Conditions of Employment: Applicants must be United States citizens or be eligible to work in the United States. The Chief Deputy is a highly sensitive executive position within the federal judiciary. Therefore, the final candidate will be subject to a background investigation, and

subsequent favorable suitability determination with periodic reinvestigations. Employment is considered provisional and contingent until the successful completion of the background investigation. All Court employees are required to adhere to the Code of Conduct for Judiciary Employees. The Bankruptcy Court is part of the Judicial Branch of the United States Government and employees are considered “at will” employees. The Court reserves the right to modify the conditions of this job announcement, or to withdrawal the job announcement without notice.

PLEASE DO NOT CALL OR EMAIL THE COURT INQUIRING ABOUT THIS POSITION.
Only qualified applicants will be considered for this position.

The United States Bankruptcy Court is an Equal Employment Opportunity Employer