

CAREER OPPORTUNITY

Clerk of Court Pittsburgh, Pennsylvania JS 17, \$156,159 - \$165,300

Position: Clerk of Court

Annual Salary: \$156,159 - \$165,300 (depending on qualifications), JS 17

Position Location: Pittsburgh, PA

Application Deadline: October 31, 2013



U.S. Bankruptcy Court
Western District of
Pennsylvania

www.pawb.uscourts.gov

U.S. Steel Tower
54th Floor
600 Grant Street
Pittsburgh, PA 15219

An Equal Opportunity
Employer

Position Summary:

The United States Bankruptcy Court for the Western District of Pennsylvania (the "Court") is accepting applications for the position of Clerk of the Bankruptcy Court (the "Clerk"). The business of the Court is conducted at three locations: at the courthouse in Pittsburgh, PA, which is the district headquarters, and at the courthouses in Erie, PA and Johnstown, PA. Currently, the Clerk's Office has approximately 39 employees with four presiding judges (three in Pittsburgh and one in Erie). The Clerk is appointed by the Judges of the Court under the provisions of 28 U.S.C. § 156. This is a high-level management position which functions under the direction of the Chief Judge of the Court. The Clerk is responsible for managing the administrative activities of the Clerk's Office and overseeing the performance of the statutory duties of the Office.

The Clerk consults with and makes recommendations to the Judges regarding Court policies and procedures; analyzes and implements statutes, rules and procedures affecting the operations of the Court; prepares and manages the annual budget; conducts special studies as directed and prepares decentralized statistical and narrative reports; acts as liaison with various governmental agencies on a variety of matters necessary to Court activities such as automation, fiscal, and personnel matters; directs the Court's financial services functions including purchasing and accounting; and directs staff responsible for the processing of bankruptcy cases, the maintenance of official records, and the management of the case management and electronic case filing system. The Clerk also hires and assigns personnel; oversees design and coordination of training programs; and supports employee, team, and organizational learning and development to assure continued optimum functioning in a changing environment.

Clerk of Court, Pittsburgh, Pennsylvania

Qualification Requirements:

To be qualified for appointment, candidates must meet the following requirements:

(1) **Experience** – Ten (10) years of progressively responsible administrative experience in public service or business organization with three of those years in a position of substantial management responsibility and leadership. Candidates must demonstrate proven skills in problem solving, organizational prioritizing, resource management, and staff motivation. Candidates must also demonstrate proven planning and budgeting, specifically forecasting short and long term developments affecting organizational operations. Ability to effectively communicate both orally and in writing with an understanding of the use of technology in the workplace is essential. A strong preference will be given to Court administrators, especially those with experience in the federal court system. Knowledge of legal terminology and procedure is required.

(2) **Education** – A Juris Doctor degree from an accredited law school is required.

Benefits:

The selected applicant is eligible for a choice of health, dental and vision insurance coverage from a variety of plans. Participation in the Federal Health Insurance, Life Insurance, Group Long Term Disability, and Flexible Spending Plan is optional. The selected applicant will be paid ten (10) holidays per year.

How to Apply:

Qualified persons are requested to electronically submit a cover letter and a résumé by 5 p.m. on October 31, 2013. Instructions for applying are available at: <http://www.pawb.uscourts.gov/career-opportunities>.

Only qualified applicants will be considered for this position. Applicants selected for interviews must travel at their own expense, and will be required to provide copies of educational degrees, certifications and references. Please DO NOT CALL OR EMAIL the Court inquiring about the position. Due to the anticipated high volume of applications, the Court cannot respond to inquiries.

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

All appointments subject to FBI Fingerprint Background Check, with periodic reinvestigation, if applicable.

All employees of the Court are "At Will" employees.

All appointments also subject to mandatory electronic funds transfer.