

# CAREER OPPORTUNITY

## Chief Deputy Clerk (Type II) Pittsburgh, Pennsylvania JS 16, \$135,971 - \$165,300

**Position:** Chief Deputy Clerk (Type II)

**Annual Salary:** \$135,971 - \$165,300 (depending on qualifications), JS 16

**Position Location:** Pittsburgh, PA

**Application Deadline:** December 20, 2013



U.S. Bankruptcy Court  
Western District of  
Pennsylvania

[www.pawb.uscourts.gov](http://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 Chief Deputy Clerk of the Bankruptcy Court. 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 38 employees with four presiding Judges (three in Pittsburgh and one in Erie).

The Chief Deputy Clerk is a senior level management position that serves as second-in-command and reports directly to the Clerk of Court. Under direction of the Clerk of Court, the Chief Deputy Clerk is responsible for the managing, planning, supervision, and administration of the Clerk's Office and acts as the Clerk of Court in his absence. Among other duties, the Chief Deputy Clerk is principally responsible for effectively managing the following court support services: automation, case administration, courtroom services, intake, records management, training, statistical reporting, quality control, finance and budget management, procurement, space and facilities, and human resources management. The Chief Deputy Clerk analyzes the quality and quantity of work, recommends corrective actions, and 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 special studies, narrative reports, and district-wide projects. Travel to Erie and to conferences (both locally and nationally) is required.

## Chief Deputy Clerk (Type II), Pittsburgh, Pennsylvania

### **Qualification Requirements:**

Applicants must have (a) a Juris Doctor degree from an accredited law school (law review preferred), (b) at least six years of experience in a law related profession, and (c) at least two years of responsibility for budgeting and/or organizational management.

Additionally, applicants must possess skill in dealing with others in professional work relationships and tact in handling workplace and employee relations issues with a high degree of integrity, along with the ability to exercise mature judgment. Applicants must also possess excellent oral and written communication skills; excellent interpersonal and leadership skills; and demonstrate strong organizational, prioritizing, and problem-solving skills. The successful candidate must have knowledge of sound financial controls and policies. A working knowledge of legal terminology and procedures is required. 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. Background in computer programming is preferred.

### **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. The successful candidate will be subject to a ten-year mandatory background investigation and FBI fingerprint check as a condition of employment with possibly an updated investigation every five years thereafter.

### **Application Procedures and Information:**

Qualified persons must electronically submit by 12 p.m. on December 20, 2013 a cover letter, a detailed résumé including salary history, and a *Federal Judicial Branch Application for Employment* (Form AO 78) via: <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. 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.*