UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF TEXAS

NOTICE OF POSITION VACANCY

Position:	**Clerk of Court**
Classification:	**JSP 15-17**
	(depending upon qualifications)
Salary:	**Up to $ 158,700 commensurate with experience**
Location:	**Tyler, TX or Plano, TX**
Opening Date:	**April 23, 2015**
Closing Date:	**May 22, 2015**
Start Date:	**September 1, 2015**

The United States Bankruptcy Court for the Eastern District of Texas is seeking a senior level executive with experience as an administrator of a diverse and innovative organization to serve as the Bankruptcy Court's Clerk of Court. Exceptional communication and interpersonal skills, along with a proven record of leadership and accomplishment are required, preferably in a court environment. The Clerk of Court works in collaboration with and reports directly to the Chief Bankruptcy Judge. The duty station of the position will be either Tyler, TX or Plano, TX.

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 Chief Judge in assuring that the administrative and operational needs of the court are effectively and efficiently met. The Clerk supervises a staff of 23 clerk's office employees (located in three divisional offices – Tyler, Plano, Beaumont) and provides operational support to two bankruptcy 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 USC § 156(e) and (f).

The Clerk of Court performs duties which include, but are not limited to:

- working closely with the Chief Judge regarding court administration and policy;
- creating a vision of excellence through 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 the processing of bankruptcy cases and adversary proceedings;
- maintaining the integrity of official court records in the custody of the Clerk;

- 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;
- managing staff responsible for 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 making recommendations 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; and
- performing special duties as directed.

Qualification Standards

A bachelor's degree in public, business or court administration (or other related field) is preferred. A graduate degree is preferred. Transcripts must be submitted for verification prior to start of employment.

Candidates must have a minimum of ten years of progressively responsible administrative experience in public service or business which provided a thorough understanding of the organizational, procedural and human aspects of managing an organization. At least three of the ten years' 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 on a year-for-year basis for the management or administrative experience requirements.

Experience in the federal judiciary is preferred, with operational knowledge of the courts, legal terminology, office automation applications, including automated case management, a working knowledge of the Federal Rules of Bankruptcy Procedure and adversary proceeding case flow.

Excellent judgment, solid organizational, problem solving and conflict resolution, as well as outstanding oral and written communication skills, are required. 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/she should have exceptional presentation skills and the ability to effectively interface with judicial officers. He/she should have experience in promoting a culture of high performance and continuous improvement.

Procedures for Applying

Qualified candidates may apply by emailing a current resume along with a cover letter stating your interest in the job, salary history or classification level, e-mail address and a daytime telephone number. Also include contact information for three professional references.

The document must be emailed to:

kim_dixon@txeb.uscourts.gov

Selection Process

The most qualified applicants will be invited to one (or more) personal interviews with the Court. Persons selected for interviews will be required to travel to the designated location at their own expense. The Court is not allowed to reimburse candidates for travel or relocation expenses. Only applicants selected for interviews will be contacted by the Court. Applicants selected for an interview must submit the Application for Judicial Branch Employment (AO78) (see link on our website).

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

Benefits

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

Notice to Applicants

Employees of the US Bankruptcy Court serve under excepted appointments and are considered "at will" employees.

Relocation expenses will not be reimbursed.

All applicants must be US 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