

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF TEXAS

VACANCY ANNOUNCEMENT

POSITION: Chief Deputy Clerk (Type II)

SALARY/TARGET: JSP 14-16

DUTY STATION: Plano, TX

OPENING DATE: Immediately

CLOSING DATE: June 15, 2015

AVAILABLE: August 1, 2015

POSITION OVERVIEW:

The Chief Deputy Clerk is an executive-level position that serves as second-in-command to the unit executive and has regular interaction with judges, high-level officials of other organizations and agencies, members of the bar, trustees and the public. The Chief Deputy Clerk reports directly to the Clerk of Court and in the absence of the Clerk, assumes the duties and responsibilities of the Clerk. The Chief Deputy Clerk assists in organizational planning, development and implementation of office procedures and management of daily operations, including: information technology, case management, records maintenance, financial management, public services, courtroom services, statistical analysis and reporting, budget, training and administration. The Chief Deputy also assists the Clerk with management of the court's CM/ECF database, financial management systems, long-range and strategic planning and application of the Federal Rules of Procedure and Local Rules. Occasional travel, particularly within the district, is required.

Representative Duties

Advise the Clerk in all aspects of automation needs, objectives and capabilities, including anticipation of future requirements and potential problems. Develop short and long-range automation improvement plans.

Manage implementation of major automated systems. Adapt software and create systems documentation; perform testing; and, establish operating procedures. Establish security systems for hardware, software, and data. Conduct post-implementation testing to ensure adequacy of systems and applications and recommend changes, as required.

Develop budget justifications for systems equipment, upgrades and general automation operations. Monitor all expenditures. Oversee procurement of hardware, software, peripherals and support contracts. Develop specifications and evaluate bids in accordance with regulations. Monitor delivery, installation, and implementation of equipment and systems.

Support and maintain the Data Communications Network (DCN), Local Area Network (LAN), various serial communication systems, web-based services, electronic mail systems, and operational and administrative applications and systems.

Establish and maintain system operating procedures, protocols, data security, backup plans and user permissions. Develop and maintain local court technical documentation for administered systems.

Develop specific system features to satisfy local court unit needs, including developing adaptations to national systems. Participate in the planning for and the acquisition of specific alternate and backup systems for the court unit.

Maintain automation equipment inventory according to internal control guidelines. Oversee automation equipment cyclical maintenance program for the court.

Develop and maintain library of software, including documentation of locally developed applications.

Establish and deliver training regarding system use and capabilities to court staff.

Perform other duties as assigned.

REQUIRED QUALIFICATIONS:

- Six years of progressively responsible experience in an administrative, professional or technical position that provided a thorough knowledge of basic concepts, principles, policies and theories of management, preferably in a court environment. Three of the six years must have been in a position of management responsibility.
- Experience managing complex projects, especially in information technology.
- In depth knowledge of automated systems and tools such as FAST, HRMIS, CM/ECF, Lotus Notes, WORD, EXCEL, Adobe, JFINSYS, VMWARE, Zenserver, Windows, Linux and courtroom technology.
- Excellent oral and written communication skills; interpersonal and leadership skills; strong organizational and problem solving skills.
- High ethical standards, initiative, tactfulness, mature judgment and the ability to work harmoniously with others in a leadership capacity.
- Local application development and programming experience and skills.

PREFERRED QUALIFICATIONS:

- A bachelor's degree from an accredited educational institution
- Federal court experience – bankruptcy experience preferable
- Experience in office automation, knowledge of the technical aspects of data processing, office automation and data communications and their applications, terminology and methods will be a competitive advantage.

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 documents 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