



THE UNITED STATES BANKRUPTCY COURT
FOR THE
DISTRICT OF MARYLAND

***** Vacancy Announcement *****

Clerk of Court

Location: **Baltimore, Maryland**

Salary: **JSP 17-18 (\$166,693 - \$174,000)**

Open: **November 1, 2013 to December 2, 2013**

Posting Number: **13-01**

Projected Start Date: **April 2014**

The United States Bankruptcy Court for the District of Maryland is accepting applications for the position of Clerk of Court. The Court has seven active judges and two recalled judges in the Baltimore and Greenbelt divisions. The Clerk's Office presently has 59 employees.

The Clerk of Court is an executive level manager and reports directly to the Chief Judge of the Bankruptcy Court. The Clerk of Court is appointed by the judges of the Court pursuant to 28 U.S.C. § 156. The Clerk of Court is responsible for managing all administrative and operational activities of the Clerk's Office, including: establishing strategic goals, budget development and execution; and coordinating activity with other court units, federal agencies and private legal associations. Additionally, the Clerk oversees the performance of the statutory duties of the office.

Representative Duties-

- Consults with and makes recommendations to the judges regarding court policies and procedures;
- Analyzes statutes, local rules and procedures affecting the operations of the court;
- Hires and assigns personnel as well as designs and manages training programs;
- Prepares and manages the annual court budget;
- Conducts special studies as directed;
- Prepares statistical and narrative reports;
- Serves as liaison to the Administrative Office of the U. S. Courts, the Federal Judicial Center, the Office of the Assistant U. S. Trustee, the General Services Administration,

- and various state and local bar associations;
- Directs the court's financial services including purchasing, investing, and accounting;
- Directs staff responsible for the case management and electronic case filing system;
- Responsible for the issuance of process and the maintenance of official records in the custody of the court; and
- Manages staff responsible for automation and information technology services.

Qualifications-

Applicants must have:

- A minimum of 10 years of progressively responsible administrative experience in public service or business that provides a thorough understanding of organizational, procedural and human aspects in 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.
- A performance history that demonstrates proven skills in managing limited resources against multiple demands, strong organizational, prioritizing, problem solving and conflict resolution skills, and solid oral and written communication skills are essential.
- A demonstrated ability to manage and effectively communicate with people, both within and outside the Court.
- A bachelor's degree in a relevant field from an accredited college or university.

Preferred Experience-

The preferred candidate will have prior managerial work experience in a federal bankruptcy or district court along with knowledge of bankruptcy procedure, CM/ECF, and the federal court budget process.

Education/Experience Equivalents-

A bachelor's degree from a college or university of recognized standing may be substituted for three years of the required experience. A postgraduate degree in public, business or judicial administration from such a college or university may be substituted for one additional year of the required general experience. A degree from an accredited law school may be considered as qualifying for two additional years of the required general experience.

Benefits-

The Federal Judiciary offers a comprehensive benefits package which includes:

- 10 paid holidays;
- Paid sick and annual leave;
- Medical insurance options (requires employee contribution);
- Life insurance options (requires employee contribution);
- Retirement options including participation in the Thrift Saving Plans (tax deferred or Roth retirement savings);

- Long term care plan options;
- Long term disability plan options; and
- Flexible spending account options.

How To Apply-

Qualified applicants should submit the following documents:

- A cover letter including a narrative that:
 - outlines qualifications, relevant experience, management style and philosophy;
 - outlines major project involvement at the executive level with organizational impact;
 - addresses challenging experience in human resource management relating to personnel issues; and
 - describes management experience with reduced or limited staffing and/or budget resources.
- Current resume detailing specialized experience, salary history, functions managed and number of personnel supervised.
- Contact information for three (3) professional references knowledgeable of employment history (including legal and technical knowledge), character and integrity.
- Completed Application for Judicial Branch Employment (AO 78). See the Court's website: www.mdb.uscourts.gov or <http://uscourts.gov/uscourts/FormsAndFees/Forms/A0078.pdf>. The form is under *Careers*.

Submit all documents via email to Mark_Sammons@mdb.uscourts.gov **not later than COB (5:00 pm, EST) December 2, 2013**. The subject line should contain, "**Clerk Vacancy**".

All applications will be screened by a review panel. The best qualified applicants will be invited for personal interviews at the applicant's expense and follow up interviews of the most competitive candidates may be required.

As a condition of employment, the selected candidate must successfully complete a ten-year mandatory background investigation and receive a subsequent favorable suitability determination. In addition, a FBI fingerprint check will also be performed and every five years thereafter the Clerk will be subject to a re-investigation.

Applicants must be a United States citizen. Employees of the U.S. Bankruptcy Court are "**at will**" employees. Direct deposit is required for payment of compensation for employees.

The United States Bankruptcy Court is an Equal Opportunity Employer.