



# United States Bankruptcy Court Eastern District of Virginia

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## CAREER OPPORTUNITY

Position Announcement No. 24-004

**POSITION TITLE:** Clerk of Court

**LOCATION:** Richmond, Virginia

**OPENING DATE:** May 10, 2024

**CLOSING DATE:** Position will remain open until filled, with priority given to applications received by June 10, 2024. The position will be available beginning January 2, 2025.

**SALARY RANGE:** JSP 17 (\$202,043 - \$233,945)  
*(salary commensurate with qualifications and experience)*

### POSITION OVERVIEW:

The United States Bankruptcy Court for the Eastern District of Virginia is seeking a full-time candidate to serve as the 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 is appointed by the Judges of the Court pursuant to 28 U.S.C. § 156 (e) and (f) and functions under the direction of the Chief Judge. The Clerk is responsible for managing all administrative and operational activities of the Clerk's Office and overseeing the performance of the statutory duties of the office, including: establishing strategic goals; budget development and execution; and coordinating activity with other court units, federal agencies and private legal associations.

The Clerk's Office currently has 48 employees and provides operational support to six bankruptcy judges in three divisions located in Alexandria, Norfolk/Newport News, and Richmond. The Clerk's Office is also responsible for providing administrative support services in the areas of human resources, information systems, space and facilities and budget.

### REPRESENTATIVE DUTIES:

The Clerk performs duties that include, but are not limited to:

- Working closely with the Chief Judge and other judges regarding court administration 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.
- Managing staff responsible for the Court's information technology and systems, software applications and infrastructure; statistical analysis and reporting; inventory control; budget; procurement and human resources.
- Directing the processing of bankruptcy cases and adversary proceedings.
- Facilitating the Court's use of technology and automation.
- Promoting and maintaining the integrity of official Court records in the custody of the Clerk.
- Serving 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, various state and local bar associations and members of the Bar of this Court.
- Working with the Court, members of the Bar of this Court and the public to improve the delivery of court services.
- Directing and overseeing the Court's property, procurement and financial management programs, and ensures proper oversight in the development, revision and maintenance of internal control procedures.
- Managing space and facilities and working with the General Services Administration.
- Preparing and managing the Court's annual budget.
- Directing the Court's financial services, including budgeting, procurement, finance and accounting, internal controls and other fiscal responsibilities in accordance with statutory requirements.
- 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 of the United States Courts and the Judicial Conference of the United States.
- Managing the Employment Dispute Resolution Plan (EDR Plan).
- Serving as the Court's Public Information Officer; and
- Performing other special duties as assigned.

## **QUALIFICATIONS:**

### Mandatory:

- This position requires a minimum of ten (10) years of progressively responsible administrative experience in public service or business and a thorough understanding of managing a complex organization.
- Three of the ten years must be in a position requiring substantial management responsibility. Such experience should include operational knowledge of the courts, financial management, space and facilities management, human resources management, oversight of information technology and long and short-range planning.
- Applicant must be a U.S. Citizen.

### Preferred:

- A bachelor's degree with an emphasis in government, law, public, business or judicial administration or a related field is strongly encouraged.
- Preference will be given to applicants with (a) a post-graduate degree in administrative or legal studies, (b) relevant experience in the federal judiciary, or (c) experience in court management.
- The preferred candidate will have prior managerial work experience in a federal bankruptcy or district court along with knowledge of bankruptcy procedures, CM/ECF and the federal court budget process.
- 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.

- The ability to successfully lead with vision, sustain a high level of organizational excellence, articulate management priorities, foster strong and effective working relationships and work collaboratively with others.
- Exceptional communication and interpersonal skills, along with a proven record of leadership and accomplishments.
- Excellent judgment and proven problem-solving abilities, which include demonstrated ability to gather and analyze relevant data.
- Ability to adapt to and lead change as directed by the Court.
- Excellent written and verbal communication skills and the ability to listen to others' suggestions with an open mind to ensure forward, creative thinking. Exceptional presentation skills and the ability to effectively interface with judicial officers. Ability to resolve conflict through thorough investigation and mediation skills.
- Experience in promoting a culture of high performance and continuous improvement.
- Knowledge of, and ability to adapt to changes in technology.
- Availability for travel, which may include overnight stays, both within and outside the district.

#### Substitutions:

- An attorney who is in the active practice of law in either the public or private sector may substitute year-for-year active practice experience for the necessary management or administrative experience.
- A bachelor's degree from a college or university of recognized standing may be substituted for 3 years of the required general experience.
- A post graduate degree in public, business or judicial administration from a college or university of recognized standing 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.

#### **PERSONAL CHARACTERISTICS:**

Applicants must have strong leadership qualities, integrity and excellent interpersonal, communication, organizational and conflict resolution skills. The ideal candidate would have experience in technology, personnel development, staff motivation and all aspects of Court services. The ideal candidate can work well with the public, the Bar of this Court and fellow employees, and is familiar with court governance policies.

#### **EMPLOYEE BENEFITS:**

The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Court employees are not included in the Government's Civil Service classification. They are, however, entitled to similar benefits (<https://www.uscourts.gov/careers/benefits>) as other federal employees. These benefits currently include:

- 13-26 days paid vacation.
- 13 days paid sick leave and 11 paid holidays per year.
- Choice of medical, dental, and vision coverage from a wide variety of plans; life insurance options.
- Federal Employees Retirement System.
- Immediate participation in the Thrift Savings Plan (401K plan).
- Optional participation in the Judiciary's Flexible Spending Program and Commuter Benefit Program (dependent on fiscal year funding).

#### **INFORMATION FOR APPLICANTS:**

Only the most qualified candidates will be invited for a personal interview. Applicants selected for interviews must travel to Richmond at their own expense.

Only applicants who are selected for interviews will be contacted by the Court.

Relocation expenses may be available for the successful applicant, subject to the availability of funds.

Judiciary employees serve under excepted appointments and are considered at-will employees. The initial appointment to this position is provisional pending the successful completion of the required ten-year background investigation and subsequent favorable suitability determination, and every five years thereafter will be subject to a re-investigation. Direct deposit is required for payment of compensation for employees. Applicants must be United States citizens.

The Court requires employees to adhere to the Code of Conduct for Judicial Employees, which is available at <https://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>.

The United States Bankruptcy Court reserves the right to amend the conditions of this position announcement or to withdraw the announcement at any time without prior written or other notice.

### **HOW TO APPLY:**

Qualified applicants should submit the following documents:

- A cover letter or letter of interest.
- Current resume detailing specialized experience, salary history, functions managed and number of personnel supervised.
- A separate narrative of no more than two pages that describes applicant's leadership style, philosophy and vision, with a description of the applicant's experience with information technology and systems, software applications and infrastructure.
- Contact information for at least two professional references knowledgeable of employment history, character and integrity.
- Completed and signed Form AO 78, Application for Federal Judicial Branch Employment, available at <https://www.uscourts.gov/forms/human-resources-forms>.

Please submit all documents as a single combined PDF document via email to [HR@vaeb.uscourts.gov](mailto:HR@vaeb.uscourts.gov). Incomplete application materials will not be considered.

### **APPLICATION DEADLINE:**

This position will remain open until filled. However, priority will be given to applications received by 5:00 p.m. EST on June 10, 2024.