

**United States Bankruptcy Court
Eastern District of Kentucky**



Position Vacancy: 16-1

Position Title: Clerk of Court

Location: Lexington, KY

Salary Range: \$137,659 – \$183,303 (JSP 16-17) Commensurate with experience and qualifications

Applications Due: July 13, 2016

General Information

The United States Bankruptcy Court for the Eastern District of Kentucky is accepting applications for the position of Clerk of Court with an employment date negotiable between October 3, 2016 and December 26, 2016.

The Clerk of Court is appointed by the Court and serves under the direction of the Chief Judge of the Court. As the Court Unit Executive of the Clerk's Office, the Clerk of Court is responsible for managing the operational and administrative duties of the Clerk's Office and ensures its compliance with statutory requirements. The Clerk of Court serves at the pleasure of the Bankruptcy Judges and is responsible for performing the statutory duties of the office of Clerk pursuant to 28 U.S.C. §156(e) and (f).

The United States Bankruptcy Court for the Eastern District of Kentucky serves 67 counties in Eastern Kentucky. The Bankruptcy Court has courtrooms in Lexington, Covington, Ashland, London and Pikeville. The Clerk's Office is in Lexington, Kentucky, which is the duty station of the Clerk of Court.

Representative Duties

- Work closely with the Chief Judge regarding court administration and policy;
- Create a vision of excellence through strategic planning in an environment of limited and decreasing resources;
- Provide the administrative and operational infrastructure necessary to achieve the court's mission including hiring, assigning, and training of personnel efficiently and effectively;
- Direct staff responsible for processing bankruptcy cases;
- Promote and maintain the integrity of official records in the custody of the court;
- Work with the court, the Bar, and the public to improve the delivery of court services;
- Work with various governmental agencies on a variety of matters necessary to conduct court business;
- Hire and manage personnel; design and administer training programs for approximately 23 employees;
- Prepare and implement an annual budget and oversee cyclical audits;
- Manage space and facilities of the Clerk's Office and the Court, including interface with other agencies;
- Direct the court's financial services functions, including purchasing, collecting fees, authorizing expenditures, accounting and any other fiscal responsibilities in accordance with statutory requirements;
- Supervise as well as report and account for all money received and processed through the office;
- Analyze and implement, and make recommendations related to, statutes, rules, and procedures affecting the operation of the court to the Judges and other appropriate parties;
- Manage staff responsible for automation and information technology services, statistical analysis and reporting requirements, inventory control, and human resources;
- Direct, develop, and administer comprehensive emergency preparedness plans; and
- Perform other duties as assigned.

Minimum Mandatory and Preferred Qualifications:

- BA/BS degree in public, business, or court administration (or other related field). Additional professional, legal or graduate degrees preferred.
- A minimum of 10 years of progressively responsible administrative experience in public service or business that provided a thorough knowledge of basic concepts, principles and theories of human resources and organizational management.
- Excellent written and verbal communication abilities and leadership skills.
- The ability to manage limited resources against multiple demands using strong organizational, prioritization and problem solving techniques.
- Knowledge of technology and technical agility.
- Maturity, tact, good judgment, initiative, a professional appearance and demeanor.
- Availability for travel that might require overnight stays.
- Substantial experience in the federal judicial system, with a focus on bankruptcy related matters, is preferred.

Information for Applicants

- Applicant must be a U.S. citizen or eligible to work in the United States.
- All court employees are “at will” employees, and therefore the appointee may be removed from this position at any time for any or no reason.
- The selected candidate for this position is subject to a background check (including references, criminal history, and credit history) as a condition of employment which will be repeated every five years.
- Payment of net pay is subject to mandatory electronic funds transfer.
- The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement.
- The best-qualified applicants will be invited for interviews.
- Only those applicants selected for an interview will be contacted by the court.
- Applicants selected for consideration must travel at their own expense, unless otherwise agreed. Relocation expenses will not be reimbursed.

Procedures for Applying

Deliver the following via U.S. Mail or by email (preferred) in .PDF format to the addresses set out below by 5:00 PM EDT July 13, 2016:

- Cover letter that may include a brief narrative of no more than one page describing qualifications relevant to the application;
- A detailed resume that includes full educational background, continuing education, legal training, management experience, facilitation or presentation skills and a salary history;
- One to three professional references. By submitting the references, the applicant consents to those references being contacted by the court.
- An AO78 [Application for Judicial Branch Federal Employment] is located on the court’s website at: <http://www.kyeb.uscourts.gov/employment/> .

If by U.S. Mail submit to: United States Bankruptcy Court, ATTN: Human Resources 16-1, 100 E. Main Street, Suite 200, Lexington, KY 40507.

If by email submit to HR@kyeb.uscourts.gov .

The United States Bankruptcy is an Equal Opportunity Employer.