



UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF KENTUCKY

## VACANCY ANNOUNCEMENT 20-04

**Position: Chief Deputy Clerk (Type II)**

**Location: Lexington, KY**

**Opening Date: September 4, 2020**

**Closing Date: October 2, 2020 or until filled**

**Salary Range: JSP 15 - 16 (\$126,810 - \$181,500)**

**Depending upon qualifications and experience, education, and salary history.**

**Position Availability: Anticipated in December 2020**

\*\*\*\*\*

### **Position Overview:**

The United States Bankruptcy Court for the Eastern District of Kentucky is accepting applications for the position of Chief Deputy Clerk. Reporting directly to the Clerk of Court, the Chief Deputy Clerk is a senior-level management position which requires regular interactions with judges, members of the bar, trustees, and the public. Under direction of the Clerk, the Chief Deputy helps to manage the operations and administrative activities of the Clerk's Office and assists in the performance of the statutory duties of the office. The Chief Deputy assists the Clerk in providing management and leadership of all non-judicial functions and activities of the court including case management, quality control, procurement, finance, budget, human resources management, information technology, public relations and communications, training and development, and strategic planning. In the absence of the Clerk of Court, the Chief Deputy Clerk assumes the duties and responsibilities of the Clerk.

### **About the Court:**

Headquartered in Lexington, Kentucky, the United States Bankruptcy Court for the Eastern District of Kentucky serves sixty-seven counties through its six divisions. The Clerk's office staff of 25 processes several hundred case filings each month and supports two active judges and their chambers staff.

### **Qualifications:**

Successful applicants will possess a bachelor's degree in a related field from an accredited college or university, and a minimum of six years of progressively responsible administrative, professional, investigative, technical, or other responsible work that provided an opportunity to gain:

- a) a knowledge of management practices and administrative processes;
- b) skill in dealing with others in person-to-person work relationships; and
- c) the ability to exercise mature judgment.

At least three of the six years of experience (specialized experience) must have been in a position of

substantial administrative, supervisory, or managerial responsibility, where the incumbent can demonstrate effective leadership and employee relations expertise.

Experience in the federal judiciary and bankruptcy system is highly desirable, as is an advanced degree in a related field.

**Representative Duties:**

- Provides leadership for Operations and Administrative staff through coaching, mentoring, training, and facilitating constructive communication;
- Analyzes and interprets trends, statistics, and patterns to help the court anticipate challenges and manage effectively for growth and change;
- Proposes, develops, communicates, and evaluates policies and procedures to enhance the productivity and effectiveness of the court;
- Develops effective working relationships with judges and with appropriate individuals at the Administrative Office of the United States Courts, the Federal Judicial Center, other federal courts, and government agencies;
- Serves as a supervisory resource to departmental managers and other court staff;
- Promotes and maintains the integrity of official records in the custody of the court;
- Works with members of the bar and the public to improve the delivery of court services;
- Provides direction in preparing and managing the annual budget;
- Analyzes and makes recommendation on statutes, local rules, and procedures affecting the operations of the court;
- Performs other duties, as may be requested by Judges or the Clerk.

**Salary and Benefits:**

The actual pay level will be established based on the successful applicant's qualifications and experience in accordance with the personnel policies of the federal judiciary. The position does not carry the tenure rights of positions in the competitive Civil Service. Other federal government benefits (e.g., leave, holidays, life and health insurance, long-term care insurance, flexible spending accounts and retirement benefits) are applicable. The position also is subject to mandatory Electronic Funds Transfer participation of net pay. For more information, please visit [www.uscourts.gov](http://www.uscourts.gov).

**Conditions of Employment:**

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request.

A full government background investigation, including FBI fingerprint and criminal records check, will be conducted. The selectee will be hired provisionally, pending successful completion of the investigation. This position is also subject to updated background investigations every five years.

All court employees are *at will*, and therefore the selected candidate may be removed from this position at any time and for any or no reason.

**Miscellaneous:**

The United States Bankruptcy Court Eastern District of Kentucky is an Equal Opportunity Employer and has adopted an EEO/Employment Dispute Resolution Plan.

The Court reserves the right to modify the conditions of this vacancy announcement at any time, or withdraw it, without prior notice. Travel to interview and relocation expenses will not be reimbursed.

**Application Procedure:**

---

In addition to a detailed resume which speaks to relevant education and work experience, two professional references, and an Application for Judicial Branch Employment (Form AO-78), which is available on the court's website at [www.kyeb.uscourts.gov](http://www.kyeb.uscourts.gov), applicants should provide a cover letter which details, a) how their professional experience relates to the duties of the position, and b) their management style and philosophy. Application packets should be submitted as a single .pdf file to [HR@kyeb.uscourts.gov](mailto:HR@kyeb.uscourts.gov). Applicants who fail to submit a complete application packet risk not being considered, and only qualified candidates will be contacted for an interview.