



UNITED STATES BANKRUPTCY COURT NORTHERN DISTRICT OF NEW YORK

Position Announcement #25-01

Position/Type: Chief Deputy Clerk (Type II)
Location/Duty Station: Albany or Syracuse
Position Type: Full-Time, Permanent
Salary Range: JSP 15-16 (\$146,481 to \$207,500*)
Application Opening Date: January 23, 2025
Application Closing Date: February 14, 2025, or until filled

*Starting salary is set based upon qualifications, experience, duty station, and federal guidelines

The United States Bankruptcy Court for the Northern District of New York is accepting applications for the full-time position of Chief Deputy Clerk (Type II). This position reports to the Clerk of Court. The Bankruptcy Clerk's Office is comprised of approximately 23 employees and serves three bankruptcy judges. The Bankruptcy Court for Northern District of New York has its headquarters in Albany and divisional offices in Syracuse and Utica. Travel between offices is required. Additional travel may be required to the Administrative Office in Washington, D.C., other court units, etc.

POSITION OVERVIEW:

The Chief Deputy Clerk is a senior-level management position which functions under the direction of the Clerk of Court. The Chief Deputy serves as second-in-command to the Clerk and has regular interaction with federal judges, high-level officials, members of the bar, staff, and the public. The Chief Deputy assists the Clerk of Court in providing leadership, management, and supervision of the Clerk's Office and assists in the organization's planning, development and implementation of office policies and procedures, and management of the daily functions of the Clerk's Office, including case and record management, courtroom services, statistical analysis and reporting, information technology, finance, budget, procurement, space and facilities, training and development, customer service, internal controls, and human resources.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

The following representative duties are generalized examples of the Chief Deputy's duties and responsibilities and do not reflect all duties assigned.

- Assists the Clerk of Court in providing leadership, management, and oversight of the Clerk's Office.
- Assists with developing and executing strategic and long-range plans of the Clerk's Office and the Court, in an environment of limited and decreasing resources, that comply with applicable statutes, rules, and guidelines.
- Works with members of the bar and the public to improve the delivery and quality of the Court's services.
- Works with various governmental agencies, the Office of the U.S. Trustee, and case trustees on a variety of matters necessary to conduct the Court's business.
- Assists in the preparing and managing the Court's annual budget.
- Works closely with the financial staff in directing the Court's financial services functions in accordance with statutory requirements.
- Proposes, develops, communicates, and evaluates operational policies and procedures to enhance the productivity and effectiveness of the Clerk's Office.
- Conducts special studies or coordinates and implements special projects related to court administration, operations, and other areas, as may be requested by the Judges or Clerk of Court.
- Advises the Clerk of Court on matters affecting the functioning of the Clerk's Office.
- Reviews, analyzes, makes recommendations, and assists in drafting local rules and Clerk's Office procedures.
- Interprets and applies the appropriate statutes, rules and operating procedures, including the Guide to Judiciary Policy and local internal policies and controls.
- Assists with the receipt, handling, preparation, maintenance, storage, and control of all official and quasi-official records and materials created by or processed through the Clerk's Office.
- Promotes and maintains the integrity of official records in the custody of the Court.
- Reviews and analyzes organizational structure, reporting relationships, and allocation of responsibilities to meet current and future organizational needs.
- Recommends personnel action concerning subordinate supervisors and evaluates their performance.
- Participate in the recruitment, selection, training, mentoring, discipline, promotion, and evaluation of staff members.
- Helps to create and maintain an office environment of civility, mutual respect, and professionalism throughout the Clerk's Office.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS:

The successful candidate must possess sound ethics and judgment, solid problem-solving skills, excellent analytical skills, and excellent communication and interpersonal skills. The Chief Deputy must demonstrate effective leadership and have the ability to work effectively with individuals and teams and interact courteously and professionally with judges, attorneys, staff, and the public. The demands of the position require an individual who is adapted to varied responsibilities in which personal initiative and excellent communications skills are highly valued.

This position requires a bachelor's degree from an accredited college or university. A qualified

applicant must possess a minimum of six (6) years of progressively responsible administrative, supervisory, professional, or other relevant work that provided an opportunity to gain (1) a general knowledge of management practices and administrative processes; (2) skill in dealing with others in person-to-person work relationships; (3) the ability to exercise mature judgment; and (4) the ability to communicate effectively both orally and in writing to a large variety of stakeholders. Additionally, three of the six years must be in a position of specialized experience in administrative, supervisory, managerial, or professional work that provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of management.

Completion of a master's degree or two years of graduate study (60 semester or 90 quarter hours) in an accredited university in such fields as business or public administration, political science, criminal justice, law, or management, or completion of a Juris Doctor (JD) degree may be substituted for two years of specialized experience.

PREFERRED QUALIFICATIONS:

In-depth working knowledge of the Bankruptcy Court system, the Bankruptcy Code, and the Federal Rules of Bankruptcy Procedure is highly desirable. Preference will be given to candidates with court experience specifically working in court administration and operations within the Federal Judiciary, or in a legal environment, and knowledge of office automation, including automated case management systems.

EMPLOYEE BENEFITS:

Court employees are considered at-will and are not covered by federal civil service rules. They are, however, entitled to the same benefits as other federal employees. These include:

- Accrual of paid vacation and sick leave, based on length of service
- 11 paid holidays per year
- Federal Employees Health, Dental and Vision Insurance Programs
- Federal Employees' Group Life Insurance
- Federal Employees Retirement System (FERS)
- Thrift Savings Plan (TSP) with employer matching contributions
- Long-Term Care Insurance Program
- Flexible Spending Accounts Program

HOW TO APPLY:

To apply, submit the following in a single PDF document to jobs@nynb.uscourts.gov with the subject line, "Chief Deputy Clerk 25-01" and your name:

1. Cover letter addressing the applicant's interest in the position, leadership/management style, and how the applicant's experience matches the needs of the Court
2. Resume
3. List of three professional references with current contact information

4. Completed Form AO78 Application for Judicial Branch Federal Employment, available at <https://www.uscourts.gov/forms-rules/forms>

Applications will not be considered unless all items have been received. Only those candidates selected to be interviewed will be contacted.

CONDITIONS OF EMPLOYMENT:

- Employees of the United States Bankruptcy Court serve under “Excepted Appointment” and are considered “At Will” employees.
- Employees are required to adhere to the Code of Conduct for Judicial Employees.
- Applicants must be U.S. citizens or otherwise eligible to work in the United States.
- As a condition of employment, the selected candidate must successfully complete a ten-year background investigation, and subsequent favorable suitability determination.
- All appointments subject to mandatory electronic funds transfer for payment of net pay.
- The Court reserves the right to amend or withdraw this vacancy announcement with or without written notice to applicants.

The United States Bankruptcy Court is an Equal Opportunity Employer.