



**UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF NEW YORK**

Vacancy Announcement: 23-ALB-02

Position: Operations Supervisor
Location: Albany, New York
Position term: Full-time
Salary range: CL 27/28 (\$56,666 - \$110,428) Starting salary commensurate with qualifications and work experience. Promotion potential to CL 28 without further competition.
Opening date: March 15, 2023
Closing date: Open until filled, with preference given to applications received by March 29, 2023

POSITION OVERVIEW:

The United States Bankruptcy Court for the Northern District of New York seeks a qualified individual for the position of Operations Supervisor. The Operations Supervisor is responsible for supervising staff responsible for case administration, financial duties, records and mail management, customer service and courtroom support, and supporting three sitting Judges. The incumbent ensures compliance with all applicable laws and rules, internal controls, and court policies, and reports directly to the Chief Deputy Clerk. The successful candidate will be a team player who is self-motivated, detail oriented with the ability to work independently, and will possess excellent communication skills. The duty station for this position will be Albany. The position will involve some travel.

SUPERVISORY DUTIES:

The representative duties of this position include but are not limited to the following:

- Oversee all functional components of the clerk's office, including intake, docketing, case administration, records, appeals, finance and chambers support.
- Plan, prioritize, monitor and equitably assign work and projects to employees involved in operational activities.
- Review assignments to ensure that staff is producing quality work, assignments are completed in a timely fashion and procedures and internal controls are being followed.
- Monitor and evaluate staff performance, including developing and conducting employee performance evaluations, assisting in developing work performance standards and recommending disciplinary actions.
- Identify training needs. Develop trainings. Train and coach team members on policies, procedures, and internal controls.
- Assist in establishing operations procedures, standards and best practices.

- Test draft procedures and oversee implementation of new procedures.
- Oversee implementation of CM/ECF and other court program updates as relates to staff use.
- Oversee office functions, including identifying issues and resolving disputes.
- Conduct staff meetings.
- Oversee receipt and review of incoming documents for conformity with federal and local rules. Monitor daily case data processing and quality assurance activities. Analyzes a variety of reports to determine if cases are being optimally managed.
- Supervise cashiers, reconciliation deputies and mail clerks to ensure accurate accounting for monies received, control safe access and contents, monitor bank deposit functions and accountability for all on-site financial functions.
- Maintain records and track disposal dates in conformance with national and local policies.
- Evaluate and make recommendations to improve the operations of the court.
- Coordinate staffing for the clerk's office in all three courthouses.
- Work with courtroom deputies to track court proceedings of three judges to ensure adequate coverage for courtroom services and clerk's office.
- Serve as liaison between clerk's office and chambers, the bar, trustees, and the public.
- Communicate and respond to management requests regarding operations.
- Answer procedural questions for judges, staff, and the public.
- Protect confidential and sensitive information appropriately.
- Perform other duties as assigned.

QUALIFICATIONS:

To qualify for the Operations Supervisor position, applicants must have three years of specialized experience, including progressively responsible administrative, technical, professional, supervisory, or managerial experience that provided an opportunity to gain: (a) skill in developing interpersonal work relationships needed to lead a team of employees; (b) the ability to exercise mature judgement; (c) knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the court unit involved; and (d) one year of experience must have been at, or equivalent to, the next lower grade in federal service.

PREFERRED QUALIFICATIONS:

- Bachelor's degree from an accredited four-year college or university, advanced degree or specialized certification.
- Three or more years of work experience in a court or legal environment.
- Current or prior experience in bankruptcy court operations.

REQUIRED SKILLS/EXPERIENCE:

- Knowledge of staff supervision and development principles; ability to lead people and develop teams to achieve business objectives.
- Ability to communicate effectively, both orally and in writing, in a professional manner; excellent customer service skills; ability to lead meetings and communicate effectively one-on-one, in small groups, and in large groups.
- Ability to apply a body of rules, regulations, directives, or laws.
- Strong attention to detail; highly organized; a self-starter; ability to multi-task and successfully

manage multiple priorities to completion.

- Knowledge of CM/ECF or other electronic court filing program.
- Knowledge and skill in using a variety of systems, database applications, and spreadsheets used by the court as well as the ability and willingness to learn new systems and applications.
- Ability to maintain strict confidentiality and handle sensitive matters, and a strong sense of personal and professional integrity.
- Strong organizational, planning, problem-solving, and analytical skills along with a high level of proficiency in Microsoft Word and Office 365.

CONDITIONS OF EMPLOYMENT:

- Applicants must be U.S. citizens or eligible to work in the U.S.
- Employees are hired provisionally pending the results of a complete background investigation.
- Employees are required to adhere to the Code of Conduct for Judicial Employees, which is available to applicant to review upon request.
- All court employees are “at will” employees and can be terminated with or without cause by the court.
- Employees are subject to mandatory direct deposit of pay.

BENEFITS:

A generous benefits package is available and includes the following:

- 11 paid federal holidays
- Accrual of paid annual leave (13 days per year for the first three years; 20 days after three years; and 26 days after fifteen years) and sick leave (13 days per year)
- 12 weeks of parental leave for the birth or adoption of a child after one year of employment
- Retirement benefits under the Federal Employees Retirement System (FERS)
- Traditional (pre-tax) and Roth (after-tax) retirement savings and investment plan through the Thrift Savings Plan (TSP), with employer matching contributions
- Health benefits under the Federal Employees Health Benefits Program (FEHB)
- Life insurance benefits under the Federal Employees Group Life Insurance Program (FGLI)
- Flexible Benefits Program with Healthcare, Dependent Care, and Commuter/Parking Reimbursement Accounts
- Dental and Vision insurance options under the Federal Employees Vision and Dental Insurance Program (FEDVIP)
- Long Term Care Insurance options through the Office of Personnel Management (OPM)

HOW TO APPLY:

Please email a cover letter stating the reasons for your interest in the position, a resume detailing your qualifications and experience, and a completed Federal Judicial Branch Application for Employment (Form AO 78)* as a single document PDF file to: Lisa Cardinal, Administrative Specialist, U.S. Bankruptcy Court, at Lisa_Cardinal@nynb.uscourts.gov

*To access the Federal Judicial Branch Application for Employment (Form AO78), please visit the Court’s website at www.nynb.uscourts.gov Court Information/Employment.

The Court reserves the right to modify the conditions of this job announcement, withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice.

*The United States Bankruptcy Court for the Northern District of New York
is an Equal Employment Opportunity Employer*