



United States Bankruptcy Court
District of Maine

Position Announcement

CLERK OF COURT

Posted: June 15, 2020.

Closes: Preferred by September 10, 2020 (open until filled).

Location: Portland, Maine.

Position Type: Full Time, Permanent.

Salary/Grade Range: JSP 15 (\$141,202 - \$183,569) – JSP 16 (\$165,604 - \$215,291).*

*Starting salary is set considering human resources policies, qualifications, experience, and applicant's current salary or federal pay grade.

The United States Bankruptcy Court for the District of Maine is seeking qualified applicants for the position of Clerk of Court. The Clerk is appointed by the District's two bankruptcy judges and has overall management authority and responsibility for the operation of the Clerk's offices in Portland and Bangor and administrative components of the Court. The Clerk works closely with the bankruptcy judges in assuring that the administrative and operational needs of the Court are effectively and efficiently met.

The Clerk oversees a staff of thirteen clerk's office employees between the two locations, and provides administrative support to the two judges and their respective chambers staff. As the Court Unit Executive, the Clerk is also responsible for providing administrative support services in the areas of budget and financial management, human resources, information technology, space/facilities and public relations. The Clerk serves at the pleasure of the bankruptcy judges and is responsible for performing the statutory duties of the position, pursuant to 28 U.S.C. § 156. Candidates should have excellent judgment, solid organizational and problem-solving experience, and outstanding oral and written communication skills. The successful candidate should be a leader and motivator who is able to clearly describe his or her demonstrative

leadership style, vision and values. He or she should also have experience in promoting a culture of high performance and continuous improvement.

Representative Duties:

- Consulting with and making recommendations to the judges regarding Court policies, procedures, and strategic planning.
- Directing Clerk's office staff responsible for the administration of and processing of bankruptcy cases.
- Providing and maintaining the administrative and operational infrastructure necessary to achieve the Court's mission including hiring, assigning, and training of personnel.
- Overseeing and directing the Court's financial services role including purchasing, collecting fees, authorizing expenditures, accounting and any other fiscal responsibilities in accordance with statutory requirements and maintaining and updating internal control procedures.
- Managing staff responsible for automation and information technology services, statistical analysis and reporting requirements, inventory control, and human resources management.
- Managing space and facilities projects and issues in coordination with the Circuit Executive's office and the General Services Administration.
- Preparing and managing the Court's annual budget, including budgetary and staffing projections.
- Working with various governmental agencies on a variety of matters necessary to conduct the business of the Court.
- Working with the Court, members of the Bar, and the public to improve the delivery of Court services.
- Promoting and maintaining the integrity of official records in the custody of the Clerk.
- Managing personnel issues and the Employment Dispute Resolution Plan (EDR Plan).
- Analyzing and making recommendations on statutes, local rules, and procedures affecting the operations of the Court.
- Creating a vision of excellence through strategic planning in an environment of limited and decreasing resources.
- Performing other duties as assigned.

Required Qualifications: The position requires a minimum of ten years of progressively responsible administrative experience in public service or business that provided a thorough understanding of organizational, operational, procedural and human aspects in managing an organization (i.e., general experience). At least three of the ten years of experience must have been in a position of substantial management responsibility.

Educational Equivalents:

Undergraduate – Education in a college or university of recognized standing may be substituted for a maximum of three years of the required general experience on the basis that one academic year of education equals nine months of experience. A bachelor's degree from a college or university of recognized standing may be substituted for three years of the required general experience.

Postgraduate –A post graduate degree in public, business or judicial administration from such a college or university may be substituted for one additional year of the required general experience.

Legal – A degree from an accredited law school may be considered as qualifying for two additional years of the required general experience.

Preferred Qualifications:

- Juris Doctor degree or a graduate degree in business administration, legal studies, or another related field.
- Federal or state court experience is highly desirable as well as a working knowledge of the Federal Rules of Bankruptcy Procedure and a general understanding of court operations and administration.
- Ability to successfully lead with a vision, sustain a high level of organizational excellence, and articulate management priorities.
- Ability to foster strong and effective working relationships both internally and externally.
- Exceptional communication and interpersonal skills.
- A proven record of leadership and accomplishments, preferably in a court environment.
- Excellent judgment and proven problem-solving abilities, demonstrated ability to gather, and analyze relevant data.
- Ability to adapt to and lead change as directed by the Court.
- Exceptional presentation skills and the ability to effectively interface with judicial officers.
- Ability to effectively coach, develop, direct, and manage a skilled, service-oriented team.
- Experience in promoting a culture of high performance and continuous improvement.

Conditions of Employment:

- Employees of the United States Courts are not included in the government's Civil Service classification and are considered "at will" employees.
- Applicants must be United States citizens or lawful permanent residents actively seeking citizenship.
- Applicants will be required to submit to a background investigation, which includes professional references, criminal history and credit history, prior to an offer of employment. The person selected for this position will also be required to submit fingerprints for a ten-year FBI background check. This position is also subject to a re-investigation every five years.
- Employment is provisional pending the successful completion of the background investigation.
- Employees are required to adhere to a *Code of Conduct for Judicial Employees* <https://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>.

- All information provided by applicants is subject to verification. Applicants are advised that false statements or omissions of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

Benefits:

The United States Bankruptcy Court for the District of Maine offers a generous benefits package to full-time permanent employees which includes:

- Ten paid federal holidays.
- Thirteen days paid vacation (per year for the first three years); twenty days paid vacation (per year after three years); twenty-six days paid vacation (per year after fifteen years).
- Thirteen days paid sick leave (per year).
- Health insurance.
- Optional - dental and vision coverage.
- Life insurance.
- Option - long term care insurance.
- Thrift Savings Plan with matching funds (401k & Roth 401k style).
- Participation in Federal Employees Retirement System-Further Revised Annuity Employees (FERS-FRAE).
- Health, dependent care, & commuter reimbursement programs.
- Public transit subsidy program.
- Employee Assistance Program, which provides free counseling, financial assistance and basic legal services to all eligible employees.
- The Federal Financial Management Reform Act requires direct deposit of federal wages.

Application Process:

Qualified applicants must submit a letter of interest, a detailed resume, a completed AO-78 Application for Judicial Branch Federal Employment (available on the Court's website at www.meb.uscourts.gov) and three professional references with complete contact information (address, telephone, email). The resume should include details of the applicant's management and supervisory experience. The cover letter should include specific skills and qualities the applicant would bring to this position. These should be emailed as one consolidated document in PDF format to: apply@meb.uscourts.gov.

Application Deadline:

Completed application packets preferred by 11:59 PM EST on September 10, 2020.

Applicants selected for an interview must travel at their own expense. Due to the volume of applications anticipated, the Court will only communicate with those applicants who will be interviewed.

This Court provides reasonable accommodations to applicants with disabilities.

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

**The United States Bankruptcy Court for the District of Maine
is an Equal Opportunity Employer.**