



United States Bankruptcy Court
Middle District of Florida
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Michael G. Williamson
Chief Judge

Lee Ann Bennett
Clerk of Court

CAREER OPPORTUNITY

Position Announcement No. 17-03

Position Title: Clerk of Court - United States Bankruptcy Court

Location: Orlando, Florida

Salary Range: JSP-16 - 18 - \$139,899 - \$186,282
(Commensurate with qualifications and experience)

Closing Date: March 24, 2017 **Approximate Start Date:** May 29, 2017 or Immediate

Position Overview:

The United States Bankruptcy Court for the Middle District of Florida is seeking a senior level executive with experience as an administrator of a large, diverse, and innovative organization to serve as the Clerk of Court for one of the nation's busiest bankruptcy courts. Exceptional communication and interpersonal skills, along with a proven record of leadership and accomplishment, are required, preferably in a court environment.

The Clerk is appointed by the Judges of the Court pursuant to 28 U.S.C. § 156(e) and (f) and functions under the direction of the Chief Judge. The Clerk is responsible for managing all administrative and operational activities of the Clerk's Office and overseeing the performance of the statutory duties of the office, including: establishing strategic goals; budget development and execution; and coordinating activity with other court units, federal agencies, and private legal associations.

Representative Duties:

The Clerk supervises a staff of 81 Clerk's Office employees and provides operational support to ten bankruptcy judges. The Clerk is also responsible for providing administrative support services in the areas of human resources, systems technology, space, facilities, budget, and court staff.

The Clerk performs duties that include, but are not limited to:

- working closely with the Chief Judge and other Judges regarding court administration policy;
- creating a vision of excellence through strategic planning in an environment of limited and decreasing resources;
- providing the administrative and operational infrastructure necessary to efficiently and effectively achieve the Court's mission including hiring, assigning, and training of personnel;
- creating and maintaining a culture that values human resources and the contributions necessary to maintain a good customer service-based organization;
- directing the processing of bankruptcy cases and adversary proceedings;
- promoting and maintaining the integrity of official Court records in the custody of the Clerk;
- serving as liaison to the Administrative Office of the U.S. Courts, the Federal Judicial Center, the Office of the Assistant U.S. Trustee, the General Services Administration, and various state and local bar associations;
- directing and overseeing the Court's property, procurement, and financial management programs, and ensuring proper oversight in the development, revision, and maintenance of internal control procedures;
- preparing and managing the Court's annual budget;
- facilitating the Court's use of technology and automation;

- analyzing and making recommendations on statutes, local rules, and procedures affecting the operation of the Court;
- directing development and administration of comprehensive emergency preparedness plans;
- coordinating and preparing statistical studies and reports as required by the Court, the Circuit, the Administrative Office of the United States Courts, and the Judicial Conference of the United States;
- managing the Employment Dispute Resolution Plan (EDR Plan);
- serving as the Court's Public Information Officer;
- performing special duties as directed.

About the Court: The United States Bankruptcy Court for the Middle District of Florida is located in Orlando, Florida, with divisional offices in Jacksonville, Orlando, Tampa, and Ft. Myers. The Court has ten judges: two in Jacksonville, four in Orlando, and four in Tampa. The Clerk's Office employs 81 deputy clerks and handles average annual case filings of 35,700.

Minimum Mandatory and Preferred Qualifications:

- This position requires a minimum of ten years of progressively responsible administrative experience in public service or business and a thorough understanding of managing a complex organization. Each applicant must have at least three years' experience in a position requiring substantial management responsibility. Such experience should include operational knowledge of the courts, financial management, space and facilities management, human resources management, oversight of information technology, and long-and short-range planning. An attorney who is in the active practice of law in either the public or private sector may substitute active practice on a year-for-year basis for the management or administrative experience.
- A performance history that demonstrates proven skills in managing limited resources against multiple demands; strong organizational, prioritizing, problem solving, and conflict resolution skills; and solid oral and written communication skills are essential.
- The ability to successfully lead with vision; sustain a high level of organizational excellence; articulate management priorities; foster strong and effective working relationships; and work collaboratively with others.
- Exceptional communication and interpersonal skills, along with a proven record of leadership and accomplishments.
- Excellent judgment and proven problem-solving abilities, which include demonstrated ability to gather and analyze relevant data.
- Ability to adapt to and lead change as directed by the Court.
- Excellent written and verbal communication skills and the ability to listen to others' suggestions with an open mind to ensure forward, creative thinking. Exceptional presentation skills and the ability to effectively interface with judicial officers. Ability to resolve conflict through thorough investigation and mediation skills.
- Experience in promoting a culture of high performance and continuous improvement.
- Knowledge of technology and technical agility.
- Availability for travel to include overnight stays.

Preferred Experience:

The preferred candidate will have prior managerial work experience in a federal bankruptcy or district court along with knowledge of bankruptcy procedures, CM/ECF, and the federal court budget process.

Education

A bachelor's degree would be a significant asset and may be substituted for three years of the required experience if the degree is from a college or university of recognized standing.

Employee Benefits:

The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Court employees are not included in the Government's Civil Service classification. They are, however, entitled to similar benefits as other federal employees. These benefits include: 13 days paid vacation for the first three years of employment, 20 days after three years, 26 days after 15 years; 13 days paid sick leave per year; 10 paid holidays per year; choice of medical, dental, and vision coverage from a wide variety of plans; life insurance options; Federal Employees Retirement System; immediate participation in the Thrift Savings Plan (401K plan); optional participation in the Judiciary's Flexible Spending Program; and Commuter Benefit Program (dependent on fiscal year funding).

Information for Applicants:

Only applicants who are selected for interviews will be contacted by the Court. Relocation expenses may be available for the successful applicant, subject to the availability of funds.

Judiciary employees serve under excepted appointments and are considered at-will employees. The initial appointment to this position is provisional pending the successful completion of the required background investigation. Direct deposit is required for payment of compensation for employees. Applicants must be United States citizens or eligible to work in the United States.

The Court requires employees to adhere to the Code of Conduct for Judicial Employees, which is available at <http://www.uscourts.gov/library/conduct.html>.

The United States Bankruptcy Court reserves the right to amend the conditions of this job vacancy announcement or to withdraw the announcement at any time without prior written or other notice.

How to Apply:

Qualified applicants should submit the following documents (incomplete packages will not be considered):

- a cover letter;
- current resume detailing specialized experience, salary history, functions managed, and number of personnel supervised;
- a separate narrative of no more than two pages that describes applicant's leadership style, philosophy, and vision;
- contact information for two professional references knowledgeable of employment history, character, and integrity;
- completed Application for Judicial Branch Employment (AO 78). The Application for Judicial Branch Employment is available at <http://www.uscourts.gov/forms/AO078.pdf>.

Applications must be received not later than **5:00 p.m. EDT on March 24, 2017**. Please submit all documents via email to jobs@flmb.uscourts.gov. The subject should read "Clerk of Court Vacancy." Only the best qualified candidates will be invited for an interview. Reimbursement for travel is not available.

The United States Bankruptcy Court is an Equal Opportunity Employer.