UNITED STATES BANKRUPTCY COURT WESTERN DISTRICT OF TEXAS

Vacancy Announcement 2021-01DC

Deputy in Charge
Austin, Texas

Closes: November 6, 2020

CL28 Salary Range: *$62, 534 – $101,672

*The salary for this position will be based upon experience and education in accordance with the Court Personnel System of the U.S. Courts and local policy.

The U. S. Bankruptcy Court for the Western District of Texas is seeking qualified candidates for Deputy in Charge in our Austin Office. The clerk's office has 38 employees in four divisions that include Austin, El Paso, San Antonio and Waco. In addition, the clerk's office serves four Judicial Officers and their staff.

Ideal candidates will possess:

- A dedication to public service and a desire to help others through the delivery of excellent customer service.
- Proven ability to collaborate with others effectively to accomplish tasks and solve problems.
- A record of reliability, productivity and producing quality work.

The Deputy in Charge is a member of the Clerk's supervisory team and reports to the Operations Manager. The position is responsible for the day to day management of the Austin Division. The Deputy in Charge primarily directs operations staff and ensures compliance with the appropriate guidelines, policies and internal controls.

Representative Duties Include:

Supervise employees including assigning and reviewing work, evaluating performance, and recommending disciplinary actions. Supervise, delegate, and prioritize workload. Implement staff procedures and conduct staff meetings. Identify issues and resolve disputes. Make personnel action recommendations. Oversee all functional components of the office including intake, docketing, records, appeals, jury, finance, and chambers support. Oversee receipt and review of incoming documents for conformity with federal and local rules. Monitor daily case data processing and data quality assurance activities. Assist attorneys and their staff with electronic case and document filing. Oversee records and mail management activities. Coordinate with the court's financial administrator regarding maintenance, supervision, and accountability for all on-site financial functions, including supervision of cashiers, reconciliation, and bank deposit functions, control of vault access and contents, custodial responsibility for divisional office financial records, supervision of the issuance of receipt stock, and the review of mail logs. Monitor and oversee records maintenance, storage, and control, release and certification of official records. Monitor compliance with standards and internal control procedures. Implement and monitor CM/ECF procedures, including automated case assignment, docketing, and calendaring. Compile, reconcile, and report statistical information on a regular basis. Provide customer service and resolve difficulties. Coordinates facility maintenance with GSA. Periodic overnight intra-district travel is required.

Minimum requirements include:

Experience required includes a minimum of two years of current supervisory or managerial experience that provided an opportunity to gain: Skill in developing the interpersonal work relationships needed to lead a team of employees, the ability to exercise mature judgment, thorough knowledge of the principles and theories of management, the ability to understand the managerial policies applicable to the judiciary. The ability to communicate clearly in order to interact effectively with the public and staff, providing good customer service and resolving difficulties efficiently. The ability to facilitate, mediate and negotiate complex and sensitive matters with judges, unit executives, managers, supervisors, and court staff, while maintaining confidentiality.

Preferred Qualifications:

A bachelor's degree from an accredited college or university. Preferred qualifications include strong bankruptcy knowledge and excellent experience with CM/ECF and E-Orders. Exceptional leadership skills and proven problem-solving skills; the ability to provide innovative solutions to workplace problems and employee relations issues; in-depth working knowledge of processes of the court system and excellent project management skills. The technical ability to coordinate activities with IT department. Knowledge of federal court operational procedures. Understand all aspects of case administration processes.

Additional Information:

Federal Judiciary employees are at will and are not subject to the employment regulations of competitive service. Employees are required to adhere to the Code of Conduct for Judicial Employees. Employees undergo an initial FBI background check. Appointments are provisional and contingent upon the satisfactory completion of a background check. A negative finding may result in termination of employment. Updates are required every five years. Applicant must be a U.S. Citizen or lawful permanent resident actively seeking citizenship. 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.

Employee Benefits:

For information about benefits, please visit: Judiciary Benefits

How to Apply:

Qualified applicants are required to submit their documents using our HR Employment Application System.

Helpful Hints:

- All applicants are required to submit a cover letter which includes an example of a challenging management issue that you have encountered within the last two years and describe how you dealt with or resolved it. Also required is a resume, a fully completed AO 78, a copy of the most recent performance review OR two **letters** of recommendation (not a list of referrals).
- AO78 Federal Judicial Branch Application for Employment (obtained at Application) must be downloaded first and then completed if you are using Windows 10.
- Address the letter of interest to Patty Nelson, Employee Relations Officer.
- All applications must be complete and entered in the system by 3pm central time on November 6, 2020.

Incomplete applications will not be considered.

The United States Bankruptcy Court is an Equal Opportunity Employer