

UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF TEXAS



Vacancy Announcement 26-SACD

**Chief Deputy Clerk
San Antonio, Texas
Closing Date: January 23, 2026**

Annual Salary Range: JSP 16 \$176,063- \$209,600

*The salary for this position will be based upon current pay scale and applicant experience and education in accordance with the Judicial Salary Plan of the U.S. Courts.

The U. S. Bankruptcy Court for the Western District of Texas is seeking qualified candidates for the position of Chief Deputy Clerk. The clerk's office has 30 employees in four divisions that include Austin, El Paso, San Antonio and Waco. The clerk's office serves five Judicial Officers and their staff.

The Chief Deputy Clerk is an executive level manager who reports directly to the Clerk of Court and is responsible for overseeing the administrative activities of the Clerk's Office and assists in the performance of the statutory duties of the office. The Chief Deputy assists the Clerk in providing management and leadership of non-judicial functions and activities of the Court and is responsible for the overall administration and supervision of Clerk's Office employees.

Primary Responsibilities

- Consults and makes recommendations to the Clerk of Court about court policies and procedures.
- Serves as second-in-command to the Clerk of Court regarding the supervision, management, and administration of the Clerk's Office.
- Assists in leading the Clerk's staff through coaching, mentoring, feedback, resource provision, communication facilitation, and teamwork. Manages the day-to-day operations of the administrative staff.
- Serves the Judges of the Court, providing the service and support they need to fulfill their responsibilities.
- Analyzes and makes recommendations on statutes, local rules, judiciary policy, and procedures affecting the administrative operations of the Court.
- Manages the following court staff and services: property and procurement; finance and accounting ; space and facilities; inventory control; training and development; strategic planning; and human resources.
- Oversees the receipt, handling, preparation, maintenance, storage, and control of various records and materials received in, created by, or processed through the Clerk's Office. Promotes and maintains the integrity of various records in the custody of the Court.
- Oversees financial functions of the Court including approving purchase requests, reconciling financial reports, accounting for fees, and serving as the alternate Certifying Officer.
- Responsible for preparation of the annual spending plan to include budgetary and staffing projections and the overall day-to-day management of the court's budget.
- Interprets and applies appropriate statutes, rules, and operating procedures, including the *Guide to Judiciary Policy* and local internal policies and controls. Oversees internal controls and separation of duties including determining and remedying any violations.
- Conducts the Internal Control Manual and Court Unit Budget Organization Plan (CUBOP) annual review and revision.
- Directly oversees and manages all court audits.
- Assists the Clerk in reviewing and analyzing organizational structure, reporting relationships, and functional assignments to meet current and future organizational needs.
- Participates in the recruitment, selection, training, promotion, discipline, and evaluation of staff.
- Works with other government agencies on facilities management, communication systems, emergency preparedness and disaster recovery activities.
- Works with members of the bar and the public as necessary to improve the delivery of Court services.
- Works with various governmental agencies on a variety of matters necessary to conduct Court business.

- Travels, which may include overnight stays, both within and outside the district.
- Performs other duties and special projects as assigned.

Experience:

Experience required includes a minimum of (6) years of progressively responsible, successful and substantive administrative experience in public service or business. At least three (3) of the six years of experience must have been in a position of substantial management responsibility. Candidate must be fluent in the use of technology, including mastery of Microsoft Office Suite, Microsoft Teams and Zoom.

Bachelor's degree in public or business administration, or related field from an accredited college or university.

Desirable qualifications include prior experience in the federal judiciary with strong emphasis in court administration; exceptional leadership skills and proven problem solver; motivator and highly organized; excellent analytical and project management skills; working knowledge of judiciary processes, procedures, and court systems including JIFMS, and CM/ECF; exceptional communication and interpersonal skills, has a proven track record of leadership and accomplishment, preferably in a court environment; expertise in dealing with others in person-to-person work relationships; a professional demeanor, mature judgment and positive outlook.

Additional Information:

Employees of the United States Courts are not included in the government's Civil Service classification and are considered "at will" employees. Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request. Employees in Executive High Sensitive positions undergo an initial OPM Single Scope Background Investigation (SSBI). Appointments to the position are provisional and contingent upon the satisfactory completion of a 10-year, full-field Office of Personnel Management background investigation. Updates are required every five years. A negative finding may result in termination of employment.

Applicants must be U.S. Citizens or lawful permanent residents 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.

Travel for the interview and relocation expenses will not be reimbursed.

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](#):

Application Packet and Tips:

- Address the Letter of Interest to Sara Tuttle, HR Specialist.
- AO78 Federal Judicial Branch Application for Employment (obtained at [Application](#)).
- Submit a resume with salary history.
- Submit a two-page narrative describing your management philosophy.
- Applicants should submit a copy of their most recent performance review or two letters of recommendation.

Incomplete applications will not be considered and only applicants selected for an interview will be contacted.

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, if a closing date is shown, any of which actions may occur without prior notice.