



**UNITED STATES BANKRUPTCY COURT
DISTRICT OF NEW MEXICO**

**Vacancy Announcement #2017-03
June 30, 2017**

POSITION: Chief Deputy Clerk (Type II)

LOCATION: Albuquerque, NM

GRADE/SALARY: JSP 12-16 (\$72,356-\$172,100), commensurate with experience and education

POSITION TYPE: Full-time, Permanent

OPENING DATE: July 1, 2017

CLOSING DATE: Open until filled. For best consideration, please apply by July 31, 2017. The position will be available in October 2017.

POSITION OVERVIEW: The United States Bankruptcy Court for the District of New Mexico is recruiting a new Chief Deputy Clerk. The Chief Deputy Clerk is a senior management position that reports directly to the Clerk of Court. The Chief Deputy Clerk plays a key role in the development of organizational standards, goals and objectives, the establishment of priorities and deadlines, and the implementation of policies and priorities of the Clerk and the Court. Together with the Clerk, the Chief Deputy Clerk provides leadership, management, and supervision for all operations of the Clerk's Office, including but not limited to: case management, data quality, statistical analysis and reporting, financial management, internal controls, property and procurement, human resources, information technology, emergency preparedness, and space/facilities. In the absence of the Clerk, the Chief Deputy assumes all of the functions and responsibilities of the Clerk.

ABOUT THE COURT: The United States Bankruptcy Court for the District of New Mexico has two full-time judges and their staffs. The Clerk's Office currently has 20 deputy clerks. The Court and Clerk's Office are in downtown Albuquerque.

REPRESENTATIVE DUTIES:

- Together with the Clerk of Court, work closely with the judges on court administration and policy. Assist in overseeing the business of the court, including the processing of cases, statistical reporting, case management, and serving as the custodian of the official court records.
- Assist with the formulation, implementation, monitoring, and modification of organizational policies and court rules.
- Assist with developing and executing strategic and long-range plans of the Clerk's office and the court.
- Interpret and apply the appropriate statutes, rules, and operating procedures, including the Guide to Judiciary Policies and Procedures, and local internal policies and controls.
- Assist in managing staff responsible for processing bankruptcy cases. Analyze the overall flow of cases within the court to ensure effective case management. Supervise preparation and submission of statistical reports relating to all cases filed, disposition of such cases, and other reports required to reflect the workload of the court.

- Assist in managing staff responsible for computers and information technology, statistical analysis and reporting, inventory control, budget, procurement, and human resources.
- Assist in managing the court's financial services, including budgeting, purchasing, collecting fees, authorizing expenditures, accounting, and any other fiscal responsibilities in accordance with statutory requirements, and assist in maintaining and updating internal controls.
- Establish and adjust long range schedules, priorities, and deadlines for completion of work assignments, and coordinate work schedules among subordinate units. Recommend personnel actions and evaluate performance of subordinate employees.
- Prepare comprehensive memoranda, reports, and correspondence. Draft administrative orders, proposed procedures and local rules. Assist the Clerk of Court in complex projects.
- Work with other courts, members of the bar, and the public to improve court services.
- Work with the Administrative Office of the U.S. Courts and Federal Judicial Center on a range of administrative matters.
- Travel and speak publicly as needed.
- Perform other duties, as assigned.

QUALIFICATIONS:

- Minimum: Applicants must be a high school graduate or equivalent and must have a minimum of six years of progressively responsible experience in administrative, supervisory, managerial, or professional work that provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of management. At least three of the six years of experience must have been in a position of substantial management responsibility. Working knowledge of legal and court terminology is required. Qualified candidates must have excellent oral and written communication skills, computer proficiency, and knowledge of sound financial controls and policies. Candidates should have an interest in, and enthusiasm for, the application of new technologies to the court environment.

General Experience (at least 3 years): Progressively responsible administrative, professional, investigative, technical or other responsible experience in public service or a private business, which provided an opportunity to gain: a) a general knowledge of management practices and administrative processes, b) skill in dealing with others in person-to-person work relationships, and c) the ability to exercise mature judgment.

Specialized Experience (at least 3 years): Progressively responsible administrative, supervisory, managerial, or professional position which provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of management.

- Preferred: Preference will be given to applicants with (a) a bachelor's degree or post-graduate degree in business, management, public administration or legal studies; (b) relevant experience in the U.S. federal judiciary; or (c) hands-on experience with electronic case management systems.
- Substitution: (a) Undergraduate education in an accredited college or university may substitute for general experience, at the rate of nine months of experience for each year of education. (b) Completion of one academic year of graduate study in an accredited university in such fields as business or public administration, political science, criminal justice, law, management, or related field, may be substituted for one year of specialized experience. (c) Completion of master's degree or two years of graduate study in an accredited university in such fields as business or

public administration, political science, criminal justice, law, management, or related field, or completion of a Juris Doctor degree may be substituted for two years of specialized experience.

PERSONAL CHARACTERISTICS: Applicants must have strong leadership qualities, integrity, and excellent interpersonal, communication, organizational, and conflict resolution skills. Applicants must also possess the ability to exercise good judgement, be able to maintain confidentiality, maintain professional demeanor at all times, and able to adapt and lead in a changing environment. The ideal candidate would have experience in personnel development, staff motivation, and all aspects of court services. The ideal candidate can work well with the public and fellow employees, and is familiar with court governance policies.

BENEFITS: Compensation includes a number of benefits, such as: paid vacation and sick leave; participation in federal health benefits, life insurance, the Thrift Savings Plan, and retirement program; supplemental dental and vision insurance; long term care plan options; and flexible spending accounts. Travel and relocation expenses will not be reimbursed.

APPLICATIONS: Qualified applicants should submit the following:

- A cover letter that outlines qualifications, experience, and significant accomplishments;
- A narrative statement about measurement of employee performance in the workplace;
- A resume;
- A completed Form AO78 (available for download in *.pdf* format from the employment information link at www.nmb.uscourts.gov/employment; and
- Contact information for at least three professional references.

Mail completed applications to:

Human Resources, Vacancy Announcement #2017-03
United States Bankruptcy Court
P.O. Box 546
Albuquerque, NM 87103-0546

or email them to nmbc_hr@nmb.uscourts.gov

Incomplete applications will not be considered. The most qualified applicants will be invited to a personal interview with the Court. Applicants selected for interviews must travel to Albuquerque at their own expense. The Court reserves the right to amend or withdraw the job opening without written notice to applicants.

APPLICATION DEADLINE: Open until filled. For best consideration, please apply by **July 31, 2017**.

CONDITIONS OF EMPLOYMENT:

- Employees must be United States citizens or eligible to work in the United States.
- Employees will be hired provisionally pending results of a criminal and FBI background check. This is a highly sensitive position; the selected applicant must successfully complete a ten-year background investigation, with periodic updates every five years thereafter.
- Employees are required to use Electronic Funds Transfer (EFT) for payroll deposit.
- Employment is “at will”; employees can be terminated with or without cause by the Court.
- Employees are required to adhere to a Code of Conduct (available from the employment section of the Court’s web site)

For additional information, please visit the United States Bankruptcy Court website at:
www.nmb.uscourts.gov.

The United States Bankruptcy Court is an Equal Opportunity Employer