

**UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF CALIFORNIA  
OFFICE OF THE CLERK**

**POSITION ANNOUNCEMENT**

**POSITION:** Chief Deputy Clerk (JSP Type II)

**LOCATION:** Sacramento, CA

**SALARY RANGE:** JSP 15 - 16 (\$119,289 - \$149,228);  
depending on qualifications, experience,  
education, and salary history

**OPENING DATE:** September 9, 2009

**CLOSING DATE:** Open until filled. Applications will be  
reviewed upon receipt. To insure  
consideration, applications should be  
received by 5:00 pm Pacific Time on  
November 30, 2009

**POSITION AVAILABLE:** Start date negotiable

The Clerk's Office of the United States Bankruptcy Court for the Eastern District of California is accepting applications for its full-time, permanent **Chief Deputy Clerk** position.

**ABOUT THE COURT**

The Eastern District of California encompasses an area of 34 counties that are located from Kern County in the South to Siskiyou County in the North and lie between the Eastern slope of the coastal range and the California/Nevada border. Headquarters for the court are located in Sacramento, with divisional offices in Modesto and Fresno, and an unstaffed location of holding court in Bakersfield. There are seven authorized bankruptcy judges in the district. The Clerk's Office is presently authorized 103 full-time employees. Filings in the Eastern District rose from 17,400 in 2007 to 31,000 in 2008. Current filing trends suggest the likelihood that annualized filings will exceed 50,000 in 2009.

**POSITION OVERVIEW**

The Chief Deputy Clerk is an executive-level position. In partnership with the Clerk of Court and the position's direct reports, the incumbent has responsibility for all administrative and operational elements of the Clerk's Office.

The Clerk's Office for the Eastern District of California is a team-based organization. The Chief Deputy must fully embrace, facilitate, and encourage the leadership and management philosophy and style that this form of organization requires for long-term success.

Historically, the Eastern District has had a low staff-to-workload ratio, requiring an innovative and entrepreneurial management focus. The district has a highly experienced staff, including a renowned IT team that carries a heavy development load and employs the latest technology to implement the Court's vision. The court utilizes its own locally-developed electronic filing system that integrates with the national CM system, but is designed to meet the district's unique e-filing and docketing requirements and customer expectations.

The Chief Deputy position is located in Sacramento, but requires regular travel to the Modesto and Fresno divisions. The incumbent has regular interaction with judges, high-level officials of other organizations and agencies, and members of the bar and public. The Chief Deputy acts for the Clerk of Court in his absence.

### **MINIMUM QUALIFICATION REQUIREMENTS**

To meet the minimum qualifications, applicants must have a minimum of six years experience; three years of general experience and three years of specialized experience as described below. At least three of the six years must have been in a position of management responsibility.

#### **General Experience**

Progressively responsible administrative, professional, investigative, technical, or other responsible work that 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 judgement.

#### **Specialized Experience**

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.

### **ADDITIONAL QUALIFICATION REQUIREMENTS**

Applicants must have a work history that demonstrates proven skills in management practices and administrative processes and must possess a working knowledge of basic legal terminology and procedures. In addition, applicants must have a performance history that demonstrates strong organizational, prioritizing and problem-solving skills; the ability to work harmoniously with others in a team-oriented work environment; have strong oral and written skills; and have experience in successful project management, including managing multiple projects simultaneously.

## **DESIRABLE QUALIFICATIONS / COMPETITIVE FACTORS**

It is highly desirable that applicants have extensive management experience in the federal judiciary. Applicants with prior successful work experience in a federal court, the Administrative Office of the U.S. Courts, or the Federal Judicial Center, and who have a working knowledge of the Federal Rules of Civil Procedure, Bankruptcy Code and Federal Rules of Bankruptcy Procedure will have a competitive advantage over those who lack such prior experience.

Competitive applicants will have extensive and robust experience in applying high tech solutions to operational challenges and a proven track record of achieving superior organizational results while insuring a positive and supportive work environment.

Experience in office automation, including automated case management systems and general knowledge of the technical aspects of data processing, office automation, and data communications and their applications, terminology and methods also is desirable and will be a competitive advantage.

A bachelor's degree from an accredited college or university is highly desirable. In addition, a graduate degree in accounting, judicial, public, or business administration or related fields from an accredited university, or a Juris Doctor degree from an accredited law school will be given weight in determining an applicant's competitive standing.

## **EDUCATIONAL SUBSTITUTIONS**

Education above the high school level in accredited institutions may be substituted for the general experience on the basis of one (1) academic year (30 semester or 45 quarter hours) equals nine (9) months of experience. Completion of one (1) academic year (30 semester or 45 quarter hours) of graduate study in an accredited university in business or public administration, political science, criminal justice, law, management, or related fields, may be substituted for one (1) year of specialized experience.

Completion of a master's degree or two years of graduate study (60 semester or 90 quarter hours) in an accredited university in business or public administration, political science, criminal justice, law, management, or related fields – or completion of a Juris Doctor degree – may be substituted for the two (2) years of specialized experience.

## **APPLICATION PROCEDURE**

To insure consideration, submit applications by no later than 5:00 pm, Pacific Time, November 30, 2009 to:

**Human Resources Manager 09-DS03  
United States Bankruptcy Court  
501 I Street, Suite 3-200  
Sacramento, CA 95814**

Please note “EMPLOYMENT APPLICATION” on the outside of the envelope.

For questions about this position, please contact the Human Resources Manager at 916-930-4475.

To apply for this position, qualified applicants should submit: 1) a cover letter that indicates the position being applied for and succinctly identifies how the applicant’s qualifications (including desirable qualifications/competitive factors) and experience relate to the duties and responsibilities of the Chief Deputy position; 2) a chronological resume that details years of experience, including names and addresses of employers, dates of employment, functions managed, the number and composition of personnel supervised, and salary history; and 3) answers to the questions below. Applications submitted without all three items will not be considered.

### **Questions to be Answered by Applicants**

1. What is your management style or philosophy? Provide examples that demonstrate how you have applied this style or philosophy in your current and prior jobs.
2. What have you done in the past three years to develop your professional skills?
3. What is the most significant contribution you have made in your current position?
4. What aspects of this position do you think would pose the greatest challenges for you and how would you prepare yourself to meet these challenges?

A [Form AO-78](#) must be completed by applicants selected for an interview. Whether funds may become available to reimburse applicants selected for a final interview and/or for relocation expenses of the successful applicant will be addressed during the interview process.

### **OTHER INFORMATION**

#### **The Sacramento Area**

The greater Sacramento area offers an outstanding mix of urban, suburban, and rural living, at a reasonable cost of living level. Sacramento is equidistant between the San Francisco Bay area and Lake Tahoe in the Sierra Nevada mountains. Both are less than 100 miles from Sacramento and are renowned for year-around recreational activities. Nearby foothill communities abound in Gold Rush-era history and offer endless opportunity for exploration. Sacramento has excellent public and private schools and is home to California State University at Sacramento. The University of California at Davis is 15 miles to the West. There are several excellent community colleges in the area.

## **The Bankruptcy Court for the Eastern District**

The Office of the Clerk for the Eastern District of California Bankruptcy Court offers a number of distinct working environment advantages:

- A collegial bench that fully supports the mission of the Office of the Clerk;
- An experienced, professional, and highly productive workforce already in place with a strong commitment to excellence in support to the Court and its constituents and stakeholders;
- A stable, fully matured organization with a strong culture that emphasizes mission accomplishment, quality of work product, individual and team accountability, and ensuring a positive work environment;
- A reputation for innovative and entrepreneurial management.

### **Additional Employment Information**

Applicants must be United States citizens or be permanently eligible to work in the United States.

The position of Chief Deputy Clerk is considered an “Executive High-Sensitive” position. Employment will be considered provisional pending successful completion by the selected applicant of an initial Office of Personnel Management (OPM) Single Scope Background Investigation (SSBI). Periodic updates thereafter are required every five years for the Chief Deputy Clerk who has undergone an OPM SSBI under this policy.

This position is subject to mandatory electronic funds transfer for payment of net pay.

Travel, including overnight travel, to divisional offices and other locations is required.

Only well-qualified applicants may be invited for personal interviews. Only those applicants selected for an interview may be contacted. The best qualified applicant will be selected. The conditions of this position announcement are subject to modification without prior notice being given. Only applicants invited for personal interviews will be advised of the outcome of the applicant selection process.

### **EXCEPTED SERVICE APPOINTMENT AND FEDERAL BENEFITS**

Employees of the United States Bankruptcy Court are not included in the government’s Civil Service classification and are **Excepted Service Appointments**. Employees holding Excepted Service appointments are **At-Will** employees and can be terminated with or without cause by the Appointing Authority.

Federal judiciary employees are entitled to benefits similar to other federal employees. Benefits include:

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years; 20 days after three years; and 26 days after 15 years of federal service
- Paid sick leave in the amount of 13 days per year
- Optional participation in the Federal Employees Health Benefits Program
- Optional participation in the Federal Employees Group Life Insurance Program
- Optional participation in the Federal Employees Dental and Vision Program
- Mandatory participation in the Federal Employees Retirement Program and the Social Security Retirement Program (unless currently covered by CSRS)
- Optional participation in the Thrift Savings Program
- Optional participation in the Commuter Benefit Program
- Long Term Disability Options
- Long Term Care Insurance Options
- Flexible Benefits Program
- Credit Union Participation

Time in service for employees of other Federal Agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

**The U.S. Bankruptcy Court, Eastern District of California is an Equal Employment Opportunity Employer**