



**UNITED STATES BANKRUPTCY COURT
DISTRICT OF ALASKA
605 West 4th Avenue, #138, Anchorage, AK 99501**

VACANCY ANNOUNCEMENT #16-3

Position: Chief Deputy Clerk (Type II)
Type: Full Time Permanent
Location: Anchorage, AK
Open Date: August 3, 2016
Close Date: August 17, 2016
Salary: JSP 15 (*\$128,472 - \$160,300 base pay*) + 5.31% COLA (Commensurate with qualifications and experience)

The Clerk's Office of the United States Bankruptcy Court for the District of Alaska is seeking qualified applicants for the position of Chief Deputy Clerk. This is a senior level management position reporting directly to the Clerk of Court (Clerk). The court is comprised of one active judge, one recalled judge, and ten Clerk's Office employees. The court has divisional offices in Anchorage and Fairbanks. The duty location of the position is the Anchorage office.

Position Overview:

Under the direction of the Clerk, the Chief Deputy assists in performance of statutory duties, organizational planning, development and implementation of office procedures, and management of daily operations including but not limited to: courtroom services; case management; application of rules and procedures; records maintenance; human resources; budget and finance; information technology; public services; statistical analysis and reporting; education; training and development; and strategic planning. The Chief Deputy also assists the Clerk with management of the court's NextGen CM/ECF database.

Experience:

Qualified candidates must have a minimum of six years of progressively responsible administrative, professional, investigative, technical or other responsible work that provided an opportunity to gain: 1) a general knowledge of management practices and administrative processes; 2) skill in dealing with others in person-to-person work relationships; 3) the ability to exercise mature judgment. At least three of the six years requires 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.

Education above the high school level in accredited institutions may be substituted for the general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of experience. Completion of one academic year (30 semester or 45 quarter hours) 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. Completion of a master's degree or two years of graduate study (60 semester or 90 quarter hours) 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 (JD) degree may be substituted for two years of specialized experience.

Qualifications:

- Detailed experience in bankruptcy court operations, courtroom services, and administration is required.
- Detailed experience with the application and maintenance of CM/ECF is required.
- Experience with the application and implementation of NextGen CM/ECF is highly desirable.
- Ability and willingness to cross-share services with other Judiciary agencies/units is highly desirable.
- Knowledge of legal terminology and bankruptcy court procedures.
- Exceptional communication and interpersonal skills, along with a proven record of leadership and accomplishments in a court environment.
- Proficient in Microsoft Office (Word, Excel and PowerPoint) products with the ability to create spreadsheets, charts, graphs, and develop presentations.

Conditions of Employment:

- Applicants must be a United States citizen or eligible to work in the United States.
- The successful candidate is hired provisionally, pending the results of a background investigation.
- Employees of the United States Bankruptcy Court are appointed in the excepted service, are considered “at-will,” and can be terminated with or without cause by the court.
- Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.
- Employees must adhere to the rules and regulations of the Court.

Benefits:

Employees of the United States Bankruptcy Court are eligible for, but not limited to, the following employment benefits:

- Accrual of paid and sick leave days, and paid holidays.
- Participation in pre-tax benefit programs (Health, Dental, and Vision Insurance programs; Flexible Spending Accounts; Commuter Reimbursement Benefit.)
- Available group life insurance and long term care insurance.
- Participation in the Federal Employees Retirement System (FERS).
- Thrift Savings Plan (with employer matching a percentage of employee contributions.)

How to Apply:

Qualified applicants are invited to apply by emailing a cover letter with resume, three references, and form AO 78 (available at www.uscourts.gov/forms/AO078.pdf.) **Email all required documents in PDF format, with the subject line Chief Deputy Position, to janet_stafford@akb.uscourts.gov and maggie_bondi@akb.uscourts.gov**

The best-qualified applicants will be invited for interviews. Only those applicants selected for an interview will be contacted by the court. The travel costs for a personal interview will not be reimbursed. The Clerk reserves the right to modify the conditions of this job announcement or to withdraw the job announcement.

The court provides reasonable accommodations to applicants with disabilities. If you require a reasonable accommodation for any part of the application process, please notify Margaret Bondi, Personnel Specialist, at (907)271-3923. The decision on granting reasonable accommodations will be made on a case by case basis.

The United States Bankruptcy Court for the District of Alaska is an Equal Opportunity Employer