

United States Bankruptcy Court Northern District of Ohio



Vacancy Announcement #25-01

Position: Deputy Clerk in Charge

Location: Akron, Ohio

Salary Grade: CL 29 (\$86,393 - \$140,419)

Position Type: Full Time, Permanent

Opening Date: 11/22/2024

Closing Date: 12/20/2024

The United States Bankruptcy Court for the Northern District of Ohio has an opening for a Deputy Clerk in Charge position in Akron, Ohio. As a member of the management team, the incumbent will directly supervise Clerk's Office staff (Case Administrators, Electronic Court Recorder Operator, Automation Specialist, and Courtroom Deputies). Under the direction of the Chief Deputy Clerk, the Deputy Clerk in Charge is responsible for the daily operations of the Akron division, including but not limited to: case management, courtroom services, and training. The incumbent will work closely with the judges, chambers staff, and other management team members to assist with various operational and administrative functions. The Deputy Clerk in Charge also assists the Clerk of Court and Chief Deputy Clerk with the development, implementation, and refinement of procedures to enhance the productivity and effectiveness of the Clerk's Office; application of the Guide to Judiciary Policy; organizational and strategic planning; application of the Bankruptcy Code, Federal Rules of Bankruptcy Procedures, and Local Rules. Occasional travel, within and outside the district, is required.

Representative Duties:

- Supervises employees involved in the daily operational activities of the Akron Clerk's Office, including conducting performance evaluations.
- Structures and assigns the workload to effectively and efficiently utilize staff.
- Oversees all aspects of case management through the electronic case management system in compliance with federal and local rules.
- Maintains custodial responsibility for all financial records in the Akron courthouse and performs various financial functions.
- Analyzes and interprets legislation, Administrative Office directives, court rules, and judicial orders.
- Develops, implements, and monitors operational, administrative, and managerial procedures, practices, systems, and techniques.

- Ensures adherence to administrative and internal control procedures, and maintains accurate documentation, statistics, and employee records.
- Strategically plan and lead special projects and develop analytical recommendation reports upon project completion.
- Incorporate creative employee relations practices that promote team dynamics, employee growth, cohesiveness, and communication.
- As an active participant of the management team, recommends proposed changes to enhance the overall capability and productivity of the court unit, and creates and defines long- and short-term goals regarding the efficient functioning of the Akron Clerk's Office.
- Interacts with the public, the bar, and other agencies in carrying out these and additional duties.

Qualifications:

- A minimum of three (3) years progressively responsible administrative, professional, supervisory, technical, or other work experience, which provided an opportunity to gain a general knowledge of management practices and administrative processes and the ability to exercise mature judgment.
- Demonstrate the leadership, analytical, and interpersonal skills necessary to successfully manage a complex organization, in addition to the commitment to developing a supportive and harmonious team environment.
- Ability to interface with court staff and the public.
- Exceptional organizational and analytical skills.
- Thorough knowledge of current information technology applications.
- Familiarity with bankruptcy practices, case management, records management, and financial management.
- Ability to take the initiative and work independently or as part of a group.
- Excellent written and oral communication skills.

Preferred Qualifications:

- Bachelor's degree in business, public, or judicial administration, or a related field.

Starting Salary:

This is a full time, Court Personnel System position with salary commensurate with experience and qualifications within the range of CL Grade 29 (Step 1 \$86,393 to Step 61 \$140,419). First-time hires to the federal government typically start at Step 1 beginning salary in the range for their respective grade level. The Court Personnel System is divided into a developmental range (Steps 1-24) and a full performance range (Steps 25-61). Salary and promotion eligibility guidelines established by the Administrative Office of the United States Courts govern progression and accompanying salary increases within each range for the duration of one's judiciary employment.

Conditions of Employment:

Employees of the United States Courts are not included in the government's Civil Service classification and are considered "at will" employees.

This is a high-sensitive position. As a condition of employment, the selected candidate must successfully complete a ten-year background investigation, and subsequent favorable suitability

determination, and every five years thereafter will be subject to a re-investigation. Due to the sensitivity level of this position, candidates may be asked about their criminal history prior to receiving a tentative offer of employment. Candidates completing the AO-78 must complete questions 19, 20, and 21 regarding their criminal history. Criminal history is not in itself disqualifying. All available information, past and present, favorable, and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

Benefits:

The United States Bankruptcy Court offers a benefits package to full-time permanent employees. Some of these benefits are optional and require employee payment or co-payment. Available benefits include:

- 11 Paid Federal Holidays
- 13 Days Paid Vacation (per year for the first three years)
- 20 Days Paid Vacation (after three years)
- 26 Days Paid Vacation (after fifteen years)
- 13 Days Paid Sick Leave
- Medical, Dental, Vision Coverage
- Life Insurance
- Thrift Savings Plan with matching funds (Traditional & Roth 401k)
- Participation in Federal Employees Retirement System (FERS-FRAE)
- Health, Dependent, & Limited Purpose Commuter Reimbursement Programs
- Public Transit Subsidy Program
- Credit for prior government service

Application Process:

To be considered, qualified applicants must apply online by visiting the Employment section of the Ohio Northern Bankruptcy Court website at

<https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=l4gsd9zw&pos=25-01>

A full application packet consisting of a letter of interest, detailed résumé, list of three professional references, and a completed AO-78 Application for Judicial Branch Federal Employment (available by clicking “download” in the Attachments section on the application), must be received by 11:59 PM on the announcement closing date. All applicable sections of the AO-78 must be completed, and the form must be signed and dated. “See résumé” entries are considered non-responsive. The AO-78 is designed to accept digital signatures. Applicants without access to digital signature software are required to print, sign their “wet” signature, and scan the signed form to be compliant with application submission requirements. Only applicants selected for an interview will be contacted. No telephone calls will be accepted.

Applicants selected for an interview must travel at their own expense.

This agency provides reasonable accommodations to applicants with disabilities.

The court reserves the right to modify the conditions of this vacancy announcement, to withdraw the vacancy 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.

The United States Bankruptcy Court is an Equal Opportunity Employer



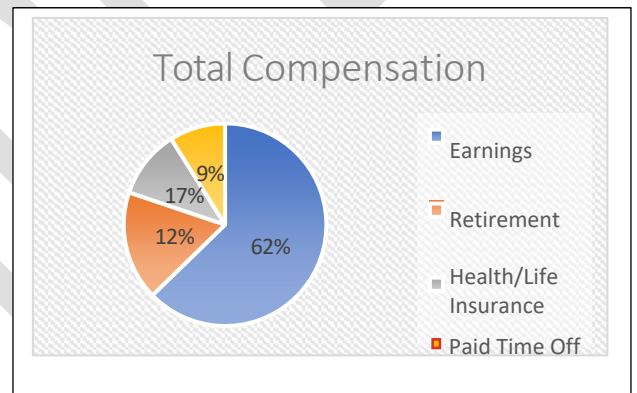
TOTAL COMPENSATION STATEMENT

* SAMPLE FOR ILLUSTRATION PURPOSES ONLY *

POSITION: Deputy Clerk in Charge, Full-Time
LOCATION: Akron, Ohio
STARTING LEVEL: CL 29 (\$86,393 - \$140,419)
SALARY: \$86,393 per Annum

The Federal Judiciary provides a generous benefit package which, in addition to salary, is an important component of total compensation. This total compensation statement illustrates the value of the Federal Judiciary benefits. Please be advised that the information is tailored to this position as above, however, some of the individual benefit values may vary based on your benefit choices.

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|-------------------------------------|-----------------|
| EARNINGS | \$86,393 |
| Retirement Benefits | \$24,017 |
| Health/Life Insurance | \$16,800 |
| Paid Time Off | \$12,294 |
| TOTAL EMPLOYER CONTRIBUTIONS | \$53,111 |



Employer contributions represent 38% of total compensation

TOTAL COMPENSATION **\$139,504**
EMPLOYER CONTRIBUTIONS

Retirement Benefits

- ❖ Retirement - Basic Benefit (FERS) 16.5% – 18.4% of basic pay varies by type of FERS employee (FERS, FERS RAE or FERS FRAE)
- ❖ Thrift Savings Plan - Automatic Contribution 1% of Basic Pay for FERS employees
- ❖ Thrift Savings Plan - Employee Matching Up to an additional 4% of Basic Pay
Judiciary matches dollar for dollar for the first 3%, then 50 cents for every dollar contributed after that, up to 5%
- ❖ Social Security 6.2% of earnings up to SS Wage Base

Health /Life Insurance

- ❖ Health Insurance – FEHB Approximately 72% of FEHB Premium
- ❖ Life Insurance - FEGLI BASIC option \$.075 per every \$1,000 of insurance

Paid Time Off

- ❖ Sick Leave 4 hours per pay period = 104 hours per year
- ❖ Annual Leave 4 – 8 hours per pay period based on length of service
 - 0 – 3 years = 104 hours/year*
 - 3 – 15 years = 160 hours/year*
 - 15+ years = 208 hours/year*
- ❖ Paid Holidays 11 federal holidays

ADDITIONAL BENEFITS

- ❖ Dental Insurance, *premiums paid on a pre-tax basis*
- ❖ Vision Insurance, *premiums paid on a pre-tax basis*
- ❖ Flexible Spending Accounts, *contributions paid on a pre-tax basis*
- ❖ Paid Parental Leave, *12 weeks*
- ❖ Long-term Care Insurance
- ❖ Employee Recognition Program
- ❖ Professional Education and Training
- ❖ Benefit and Retirement counseling and training
- ❖ Employee Assistance Program (EAP)