



**UNITED STATES BANKRUPTCY COURT
DISTRICT OF CONNECTICUT**

Job Announcement--Clerk of Court Vacancy # 19-01

Position Title: Clerk of Court

Salary range: JSP 17 (\$187,091–\$208,000) (depending on qualifications and experience)

Position Available: estimated start date: **July 1, 2019**

Location: Bridgeport, Connecticut, with regular travel to the New Haven and Hartford Divisions of the Court

Application Deadline: **April 19, 2019**, however applications will be reviewed on a rolling basis each week and the position may be filled prior to the application deadline

Submission Information:

Via electronic mail:

employment@ctb.uscourts.gov

Via overnight or U.S. Mail:

U.S. Bankruptcy Court, District of Connecticut
Attn: Human Resources---**CONFIDENTIAL**
Brien McMahon Federal Building and United States Courthouse
915 Lafayette Boulevard
Bridgeport, CT 06604

Position Overview

The United States Bankruptcy Court for the District of Connecticut is accepting applications for the full-time, permanent position of Clerk of Court. The Clerk oversees and manages a staff of approximately 30 employees throughout the District who serve the public and support the work of the three bankruptcy judges who preside over each of the three divisional offices located in Bridgeport, New Haven, and Hartford. The duty station for the position is Bridgeport, Connecticut, and regular travel to the New Haven and Hartford Divisions of the Court is required.

The Clerk of Court is appointed pursuant to the provisions of 28 U.S.C. § 156. This is a high-level management position which functions under the direction of the Chief Judge of the Bankruptcy Court. The Clerk of the Court is responsible for managing the administrative activities of the Clerk's Office and performing the statutory duties of the Office of the Clerk.

As a condition of employment, the selected candidate must successfully complete a ten (10) year background investigation and subsequent favorable suitability determination, and every five years thereafter will be subject to re-investigation.

Required Duties

Below is a list of several of the required duties of the Clerk of Court. The Clerk:

- consults with and makes recommendations to the judges regarding court policies and procedures and works with members of the bar and public to improve the delivery of court services;
- creates and maintains a culture that values human resources and the contributions necessary to maintain a good customer service-based organization;
- directs staff responsible for the processing of bankruptcy cases and maintenance of official records in the custody of the court, including management of the case management and electronic case filing ("CM/ECF") system;
- analyzes, keeps current on, and implements statutes, rules and procedures which affect the operations of the court;
- prepares and manages the annual budget and directs staff members who cover the court's financial services function including purchasing, payments, and accounting functions;
- conducts special studies as directed and prepares decentralized statistical and narrative reports;
- serves as liaison to the Administrative Office of the United States Courts ("AO"), and works with various governmental agencies on a variety of issues necessary to court activities such as automation, fiscal, space and facilities and personnel matters;

- manages staff responsible for automation and information technology services, statistical analysis and reporting requirements, inventory control and human resources management; and
- hires personnel, designs and manages training programs and supports employee, team and organizational learning and development to assure continued optimum functioning in a changing environment.

Qualification Requirements

A Juris Doctor degree is preferred, although a bachelor's degree with an emphasis in government, law, accounting, human resources, business administration, or a related field is required. A postgraduate degree in public administration, law, or business will be favorably considered as will prior federal court experience. Applicants must have ten (10) or more years of progressively responsible management and administrative experience in public service, law, or business, and a thorough understanding of the organizational, procedural, and human relations aspects of managing an organization. Three years of prior experience must include a position of substantial management responsibility. Candidates should have excellent oral and written communication skills, analytical skills, good judgment, and solid organizational and problem-solving experience.

The successful candidate must be a leader and motivator who is able to clearly describe his or her demonstrative leadership style, vision, and values. Strong presentation skills, facility with technology, and the ability to effectively and collaboratively interface and work with judicial officers and others is required. The candidate should also have experience in promoting a culture of high performance and continuous improvement. A candidate may count the active practice of law in either the public or private sector toward meeting the foregoing requirement.

Application Procedure

Qualified applicants **must submit** an original and four copies of the following in order to be considered for the position:

1. A resume that details educational and work experience, including names and addresses of employers, dates of employment, responsibilities;
2. A personal essay, not exceeding five pages (double-spaced) in length, addressing the applicant's interest in and fitness for the position and the applicant's management style;
3. A completed Form A078, application for Judicial Branch Federal Employment. The Form A078 may be accessed at: <http://www.uscourts.gov/sites/default/files/ao078.pdf>; and
4. A list of four professional references with current contact information.

Only applicants selected for an interview will be contacted and must travel at their own expense.

Benefits

The Judiciary offers a comprehensive benefits package that includes, in part, paid vacation, sick leave, holidays, life insurance, health benefits, and participation in the Federal Employees Retirement System.

Information about employee benefits and compensation can be found at:
<http://www.uscourts.gov/Careers.aspx>

Additional Information

- Employees of the United States Bankruptcy Court serve under excepted appointments and are "at will" employees.
- The position of Clerk of Court is classified as "high sensitive." Employment will be considered provisional pending the successful completion of a background investigation.
- Judiciary employees must adhere to the Code of Conduct for Judiciary Employees.
- The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement at any time without prior written or other notice.
- Mandatory electronic direct deposit of salary payments is required.
- Applicants must be U.S. Citizens.

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