

**CAREER OPPORTUNITY
OFFICE OF THE CLERK
U. S. BANKRUPTCY COURT, EASTERN DISTRICT OF NORTH CAROLINA**

POSITION TITLE:	<u>CLERK OF COURT</u>
OPENING DATE	<u>DECEMBER 9, 2008</u>
CLOSING DATE:	<u>DECEMBER 31, 2008</u>
LOCATION:	<u>WILSON, NORTH CAROLINA</u>
SALARY:	<u>JSP 15-17 (\$107,962 - \$145,417)</u>

The United States Bankruptcy Court for the Eastern District of North Carolina is accepting applications for the full-time permanent position of Clerk of Court. The Clerk and the Office of the Clerk of Court serves three Federal Bankruptcy Judges, one in Wilson and two in Raleigh. Reporting directly to the Chief Bankruptcy Judge, this is a professional and high level position that has broad responsibilities. The Clerk of Court is responsible for leading and directing all the administrative and operational areas of the clerk's office. Responsibilities include but are not limited to serving as the chief administrator of the court, overseeing certain statutory duties and functions, providing analytical guidance and interpretations and resolving complex issues that have a significant impact on the daily functioning of the court.

The Clerk consults with and makes recommendations to the judges regarding court policies and procedures; analyzes and implements statutes, rules and procedures affecting the operations of the court; prepares and manages the annual budget; conducts special studies as directed and prepares decentralized statistical and narrative reports; acts as liaison with various governmental agencies on a variety of matters necessary to the court activities such as automation, fiscal and personnel matters; directs the court's financial services functions including purchasing and accounting; and directs staff responsible for the processing of bankruptcy cases, the maintenance of official records, and the management of the case management and electronic case filing system. Inherent in all of these functions is an understanding of Information Technology, its application to various court functions and direction to Information Technology staff. The Clerk also hires and assigns personnel; oversees design and coordination of training programs; and supports employee, team and organizational learning and development to assure continued optimum functioning in a changing environment.

QUALIFICATIONS: Candidates must have a minimum of ten (10) years of progressively responsible administrative, supervisory, technical, professional or managerial experience that provided an opportunity to gain:(1) a thorough 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, and (4) the ability to communicate effectively both orally and in writing to a wide variety of people. At least three of the ten years of experience must have been in a position with substantial management responsibility. The successful candidate should be a leader and motivator who is highly organized and possesses the highest degree of integrity. The demands of the position require an individual who is adaptable to varied responsibilities in which personal initiative and excellent communications skills are highly valued.

An undergraduate degree from an accredited college or university is required. J. D. Degree or Master's Degree in public, business, or court administration (or related field) is preferred. Educational substitutions may be made for some experience requirements. Preference will be given to candidates with supervisory experience and experience in a legal environment, especially the federal courts. An attorney who is in the active practice of law in either the public or private sector may substitute the active practice on a year-for-year basis for the management or administrative experience requirement.

PERSONAL CHARACTERISTICS: Candidate must be a self starter who is highly organized, mature, responsible and tactful. The candidate must maintain a professional appearance and demeanor at all times, demonstrate initiative and the ability to exercise good judgment, be able to work harmoniously with others, and communicate effectively (superior written, verbal, and presentation skills).

BENEFITS: Permanent position under the Federal Judicial System. Benefits include ten paid holidays, paid vacation and sick leave, and participation in the Federal Employees Retirement System (FERS), optional Thrift Savings Plan, optional participation in Federal Employees' Health Benefits Program, Federal Employees' Group Life Insurance Program, Flexible Benefits Program, Federal Judiciary Long Term Care Insurance Program, choice of dental and vision health plans, all Family Medical Leave Act entitlements, optional long term care and private long term disability insurance.

Information for Applicants

The court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement, or to fill the position(s) sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written or other notice. This job announcement may involve filling more than one position described herein.

Applicants are advised that false answers or omission of information on any application may be grounds for non-selection, withdrawal of an offer of employment or dismissal. The selected applicant must undergo a complete background check, including finger printing, provide educational transcripts, and be subject to a one year apprenticeship.

This position is subject to mandatory Electronic Fund Transfer participation for payment of net pay.

All employees are "at will" employees and can be terminated by the court with or without cause.

Due to the anticipated volume of applications received, the court will only communicate with individuals who will be interviewed. If you are not notified, another candidate within the recruitment with either more experience or higher qualifications was selected. No funds are available for reimbursement of travel expenses in connection with interviews. Salary commensurate with qualifications and experience.

Applications will be screened and candidates being considered may be invited to interview. Candidates who are invited to interview may be asked to submit references to be contacted in advance of the interview. Based on the results of the interviews and the application package in connection with the initial interview, the most qualified candidates may be invited for a second interview.

Contact

Application for Federal Employment available at www.nceb.uscourts.gov. Return application, cover letter and resume to Personnel Department, U. S. Bankruptcy Court, 1760-A Parkwood Blvd, Wilson, North Carolina 27893-3564, marked "CONFIDENTIAL". RESUMES NOT ACCEPTED WITHOUT APPLICATION.

****EQUAL OPPORTUNITY EMPLOYER****