

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NORTH CAROLINA
VACANCY ANNOUNCEMENT

Announcement Number: 2026-05

Position: Chief Deputy Clerk Type II

Location: Raleigh, North Carolina (with occasional travel to divisional office in Greenville, North Carolina)

Classification Level/Salary Range: JSP 15-16 (\$146,481 - \$207,500)

Starting salary dependent on qualifications and experience.

Opening Date: August 31, 2026

Closing Date: Open Until filled, first interim cut-off, September 11, 2026

POSITION OVERVIEW

The United States Bankruptcy Court for the Eastern District of North Carolina is accepting applications for a Chief Deputy Clerk. The Eastern District serves counties throughout the eastern portion of North Carolina with divisional offices in Raleigh and Greenville. The clerk's office currently has a staff of approximately 20 employees supporting three bankruptcy judges.

The Chief Deputy Clerk is a senior-level management position reporting directly to the Clerk of Court. Under the direction of the Clerk, the Chief Deputy is responsible for the day-to-day administration, supervision, and management of operations and various administrative functions of the Clerk's office. The Chief Deputy assists the Clerk with supervision, planning, developing, and implementing office policies, procedures, programs, and managing Court operations. The Chief Deputy assumes the duties of the Clerk of Court in his or her absence.

REPRESENTATIVE DUTIES

The Chief Deputy Clerk performs duties that include, but are not limited to:

- **Leadership & Management:** Assist in providing leadership, management, and supervision for the operations of the Clerk's office. Oversee the business of the court, including case processing, statistical reporting, case management, and serves as custodian of official court records.
- **Policy Development:** Assists with the formulation, implementation, monitoring, and modification of organizational policy and court rules. Participate and collaborate in the establishment and development of court-wide policies. Oversees the development and execution of strategic and long-range plans of the Clerk's office and the court. Interprets and applies appropriate statutes, rules, and operating procedures, including the Guide to Judiciary Policies and Procedures and local internal policies and controls.
- **Case Management:** Analyzes the overall flow of cases within the court to ensure effective case management. Reviews and makes recommendations on statutes, local rules, procedures, and other matters affecting court operations.

- **Interagency Relations:** Interacts with the Administrative Office of the U.S. Courts, Federal Judicial Center, other federal courts, court units, the bar, government agencies, judges, and the public to resolve complex issues of practice and procedure.
- **Security & Assets:** Assists with the development, implementation, and enforcement of policies and practices to secure staff and physical assets of the court unit, including oversight of property management, training, emergency preparedness and disaster recovery activities, space and facilities needs, security, media and public relations, and acquiring additional resources as needed.
- **Operational Management:** Manages court support services including automation/information technology, case administration (CM/ECF), courtroom services, intake, records management, statistical reporting, quality control, procurement, finance, budget, space, facilities, COOP and Occupant Emergency Plan (OEP), training and development, strategic planning, and human resource management.
- **Goal Setting & Coordination:** In conjunction with the Clerk and management team, establishes and adjusts long-range goals, schedules, priorities, and deadlines for completion of work assignments and coordinate work schedules among subordinate units. Assists with oversight of financial operations to ensure compliance with internal controls, policies, and procedures.
- **Budget & Financial Planning:** Assists with development of the budget and financial plan. Maintains and satisfies internal control procedures and external audit requirements.
- **Documentation:** Prepares comprehensive memoranda, reports, and correspondence; drafts administrative orders, proposed procedures and local rules; completes complex projects and performs other duties as assigned by the Clerk of Court.
- **Travel:** Regular occasional travel required to divisional office in Greenville.

QUALIFICATIONS

Minimum Requirements:

The successful candidate must have a minimum of six (6) years of progressively responsible experience in administrative, supervisory, managerial, or professional work, at least three (3) of the six years of experience must include progressively responsible supervisory, managerial, or professional work experience.

Preferred Qualifications:

- A graduate degree in accounting, judicial, public or business administration, political science, criminal justice, law, management, or related field from an accredited university, or a juris doctor (JD) degree. A master's degree or JD may be substituted for some experience requirements.
- Federal or state court experience is highly desirable. Bankruptcy court experience, including operations and administration, is strongly preferred.
- Prior federal judiciary experience with a strong emphasis in court operations and/or court administration.
- Knowledge of the Bankruptcy Code and Rules and familiarity with electronic case filing, especially the CM/ECF (Case Management/Electronic Case Filing) system.

Required Skills:

The successful candidate must be a leader, motivator, highly organized, and maintain a professional demeanor at all times. Qualified candidates must possess:

- Excellent written and verbal communication skills with the proven ability to communicate information clearly and accurately;
- Strong leadership skills and the ability to effectively coach, develop, direct, and manage a skilled, service-oriented team;
- Computer proficiency and working knowledge with Microsoft Office products, Adobe Acrobat, and general software operation;
- The ability to provide innovative solutions to workplace problems and employee relations issues;
- Knowledge of sound financial controls and policies;
- Ability to exercise mature judgment, high ethical standards, and a positive work attitude;
- Ability to adapt and lead in a changing work environment;
- Expertise in dealing with others in person-to-person work relationships;
- Strong analytical and project management skills with the ability to handle multiple tasks simultaneously; and,
- Working knowledge of legal and court terminology.

COMPENSATION AND BENEFITS

The U.S. Bankruptcy Court is part of the federal Judicial branch of government and is independent of the Executive and Legislative branches. The court sets its own employment policies including remote work and performance management, while also valuing employees' individualism and continuing to strive towards a diverse, equitable and inclusive workplace.

Compensation will be set based on experience and qualifications pursuant to the policies and guidelines set forth in the Judiciary Salary Plan (JSP).

Judicial Branch employees are "at will" employees and are not subject to the employment regulations of competitive service. However, full-time judiciary employees are entitled to:

- A minimum of 11 paid holidays per year.
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after 3 years, and 26 days per year after fifteen years.
- Paid sick leave in the amount of 13 days per year.
- Federal Employee's Retirement System (FERS).
- Optional participation in the Thrift Savings Plan (with up to 5% employer matching contributions), the Federal Employees Health Benefits Program (FEHBP), Federal Dental and Vision Insurance Program (FEDVIP), the Federal Employees' Group Life Insurance (FEGLI), the Flexible Benefits Program, Long-Term Care Insurance, and Professional Liability Insurance.
- Employee Assistance Program (EAP) Work Life Services.

For more information about federal court benefits, please visit: www.uscourts.gov/careers/benefits.

CONDITIONS OF EMPLOYMENT

- Applicants must be U.S. citizens or permanently eligible to work in the United States.
 - All court employees are in the excepted service and are required to adhere to the Code of Conduct for Judicial Employees, which is available at www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees.
 - The Chief Deputy travels regularly within the district to the divisional office in Greenville. Some travel throughout the United States to attend training sessions and conferences may be required.
 - The applicant selected for this position will be required to submit to and successfully complete a full FBI fingerprint check and background investigation. Employment will be provisional pending the satisfactory completion of the required background investigation. Every five years thereafter, the incumbent will be subject to an updated background investigation. Unsatisfactory results may result in termination of employment.
 - The Chief Deputy Clerk position is an Executive High-Sensitive position within the federal judiciary.
 - The position is subject to mandatory electronic fund transfer (direct deposit) for salary payment.
 - Ability to work during non-business hours as required to complete urgent projects or prevent disruption to court proceedings or special events.
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APPLICATION PROCEDURE

Qualified applicants must submit a complete application packet consisting of:

1. **Cover Letter** addressing the applicant's qualifications, leadership style or philosophy, vision, values, and how your skills, education, and experience relate to the job duties
2. **Current Resume** detailing specialized experience, salary history (if applicable), education, skills, functions managed, and number of personnel supervised
3. **Completed and Signed Form AO-78** (Application for Judicial Branch Federal Employment), available at: <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>

Submission Instructions:

Email your complete application packet as **one PDF document** to:

HR_USBC@nceb.uscourts.gov

Subject Line: Chief Deputy Clerk Type II Application - [Your Name]

INFORMATION FOR APPLICANTS

- Only the most qualified candidates will be invited to interview.
- Only applicants selected for interviews will be contacted by the Court. Unsuccessful applicants will not receive notice.
- Applicants selected for interviews must travel at their own expense. The court is not authorized to reimburse travel expenses for interviews or relocations.
- Incomplete application packets will not be considered.

EQUAL EMPLOYMENT OPPORTUNITY

The United States Bankruptcy Court for the Eastern District of North Carolina is an Equal Opportunity Employer. We value diversity and are committed to equity and inclusion in our workplace. The court encourages applications from all qualified individuals and seeks a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, and socio-economic circumstance.

www.nceb.uscourts.gov