

VACANCY ANNOUNCEMENT 2026-02
UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NORTH CAROLINA

Position: Chief Deputy Clerk

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

Classification Level/Salary Range: JSP 14-16 (\$130,041 - \$207,500)

Starting salary dependent on qualifications and experience.

Opening Date: November 3, 2025

Closing Date: Open Until Filled

(Priority consideration given to applications received by December 1, 2025)

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.
- **Policy Development:** Assist 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. Assist with developing and executing strategic and long-range plans of the Clerk's office and the court. Interpret and apply appropriate statutes, rules, and operating procedures, including the Guide to Judiciary Policies and Procedures and local internal policies and controls.
- **Interagency Relations:** Interact 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.
- **Operational/Administrative Management:** Assist with the management of court support services including automation/information technology, case administration (CM/ECF), courtroom services, intake, records management, statistical reporting, quality control, procurement, property management, finance, budget, internal controls, space and facilities, COOP and Occupant Emergency Plan (OEP), training and development, strategic planning, and human resource management.
- **Documentation:** Prepare comprehensive memoranda, reports, and correspondence; draft administrative orders, proposed procedures and local rules; complete complex projects and perform other duties as assigned by the Clerk of Court.

QUALIFICATIONS

Minimum Requirements:

A bachelor's degree from an accredited college or university is required. The successful candidate must have a minimum of six (6) years of progressively responsible experience in administrative, supervisory, managerial, or professional work that provided an opportunity to gain:

- General knowledge of management practices and processes;

- Skill in communicating with others and building strong relationships; and,
- The ability to exercise mature judgment and to work independently.

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, 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
- Working knowledge of legal and court terminology.

COMPENSATION AND BENEFITS

The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Court employees are not included in the Government's Civil Service classification. They are, however, entitled to similar benefits as other federal employees. These benefits include:

- 13 days paid vacation for the first three years of employment, 20 days after three years, 26 days after 15 years
- 13 days paid sick leave per year
- 11 paid holidays per year
- Choice of medical, dental, and vision coverage from a wide variety of plans
- Life insurance options
- Federal Employees Retirement System
- Immediate participation in the Thrift Savings Plan (401K plan)
- Optional participation in the Judiciary's Flexible Spending Program
- Flexible work schedule and professional work environment

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.

- All employees of the U.S. Bankruptcy Court are considered "at will" employees and serve at the pleasure of the Court. Employees may be terminated with or without cause.
- 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 Chief Deputy Clerk position is an Executive High-Sensitive position within the federal judiciary. 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 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.

APPLICATION PROCEDURE

Qualified applicants must submit a complete application packet to HumanResources@nceb.uscourts.gov, 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. **Contact Information** for three (3) professional references
4. **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>

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.
- The United States Bankruptcy 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.

Applicants with Disabilities:

If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Unit of the Clerk's Office. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

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