



Clerk of Court

United States Bankruptcy Court – Texas Northern

Dallas, Texas

Position and Statistical Information

Job# USBC-18-05

Closing Date: October 15, 2018

Location:
Dallas, Texas

Salary:
Up to \$202,623 (JSP 16 -17) [salary commensurate with experience]

Judges Served:
6 U.S. Bankruptcy Judges

Divisional Offices:
Amarillo
Dallas (headquarters)
Fort Worth
Lubbock

Satellite Offices:
Abilene
San Angelo
Wichita Falls

Geographically covering 96,000 square miles.

Employees:
51 Clerk's Office Employees

Case Volume:
Approximately 12,000 bankruptcy cases

Position Overview:

The United States Bankruptcy Court for the Northern District of Texas is seeking qualified applicants for the position of Clerk of Court. The Clerk of Court is appointed by the Court and serves under the direction of the Chief Judge of the Court. As the Court Unit Executive of the Clerk's Office, the incumbent is responsible for managing the operational and administrative duties of the office and ensures its compliance with statutory requirements.

Representative Duties:

- Creating a vision of excellence through strategic planning in an environment of limited and decreasing resources;
- Creating and maintaining a culture that values human resources and the contributions necessary to maintain a good customer service based organization;
- Directing staff responsible for the processing of bankruptcy cases;
- Promoting and maintaining the integrity of official records in the custody of the court;
- Working with the court, members of the Bar, and the public to improve the delivery of court services;
- Working with various governmental agencies on a variety of matters necessary to conduct court business;
- Hiring and assigning personnel as well as designing and managing training programs;
- Preparing and managing the annual budget, which includes budgetary and staffing projections;
- Managing space and facilities and working with the General Services Administration (GSA);
- Directing the court's financial services functions including purchasing, collecting fees, authorizing expenditures, accounting and any other fiscal responsibilities in accordance with statutory requirements;
- Analyzing and making recommendations on statutes, local rules, and procedures affecting the operations of the court;
- Managing staff responsible for automation and information technology services, statistical analysis and reporting requirements, inventory control, and human resources management;
- Managing the Employment Dispute Resolution Plan (EDR Plan);
- Consulting with and making recommendations to the judges regarding court policies and procedures;
- Performing other duties as assigned.

Minimum Mandatory and Preferred Qualifications:

- BA/BS degree in public, business, or court administration (or other related field). Additional professional or graduate degrees preferred. Law degree is desirable.
- This position requires a minimum of 10 years of progressively responsible administrative experience in public service or business that provided a thorough understanding of organizational, procedural, and human aspects in managing an organization. At least three of the 10 years of experience must have been in a position of substantial management responsibility. Such experience should include operational knowledge of the courts, financial management, budget and staffing planning and projections, space and facilities management, human resources management, oversight of information technology, and long-and short-range planning.
- Federal or state court experience is highly desirable; experience in a bankruptcy environment is preferred. This experience should include a general understanding of court operations and administration.
- Ability to successfully lead with vision; sustain a high level of organizational excellence; articulate management priorities; foster strong and effective working relationships; and work collaboratively with others.
- Exceptional communication and interpersonal skills, along with a proven record of leadership and accomplishments, are required, preferably in a court environment.
- Knowledge of legal terminology and court procedures is required.
- Excellent judgment and proven problem solving abilities, which include demonstrated ability to gather and analyze relevant data.
- Ability to adapt to and lead change as directed by the Court.
- Excellent written and verbal communication skills and the ability to listen to others suggestions with an open mind to ensure forward, creative thinking. Exceptional presentation skills and the ability to effectively interface with judicial officers. Ability to resolve conflict through thorough investigation and mediation skills.
- Strong leadership skills and the ability to effectively coach, develop, direct, and manage a skilled, service-oriented team.
- Experience in promoting a culture of high performance and continuous improvement.
- Knowledge of technology and technical agility.
- Availability for travel to include overnight stays.

Application Procedures:

Qualified candidates may apply by mailing a current résumé along with a cover letter stating your interest, a writing sample, job #**USBC-18-05**, salary history or classification level, E-mail address, and a daytime telephone number. Please provide five (5) copies of your application packet.

Mail *confidentially* to:

**United States District Court
Attn: Loretta Robinson
1100 Commerce Street, Room 1452
Dallas, Texas 75242-1310**

Miscellaneous:

Applicants selected for the initial interview will be required to submit three professional references prior to their scheduled interviews. By submitting the references, the applicant consents to those references being contacted by the court.

Applicants must be United States citizens or eligible to work in the United States. Only the best qualified applicants will be considered for this position. Relocation expenses will not be reimbursed. Applicants selected for interviews must travel at their own expense.

As a condition of employment, the selected candidate must complete a 10 year background check investigation, including a FBI fingerprint check. The position is subject to the mandatory electronic direct deposit of salary payment (i.e. Direct Deposit). All court employees are required to adhere to the Code of Conduct for Judicial Employees.

No late applications will be considered. The court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement.