



United States Bankruptcy Court District of Arizona

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Phoenix, Arizona 85003-1706
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Vacancy Announcement Announcement #22-05 PHX

Position:	Clerk of Court
Location:	Phoenix Office
Position Type:	Full-Time Permanent
Salary Range:	\$136,416 - \$213,041 (JSP 15-17) * *Depending on qualifications and experience, education, and salary history
Opening Date:	Tuesday, September 12, 2022
Closing Date:	Tuesday, October 11, 2022

Position Overview:

The United States Bankruptcy Court for the District of Arizona, with seven judges and headquarters in Phoenix and divisional offices in Tucson and Yuma, is seeking qualified applicants for the position of Clerk of Court (Clerk). The Clerk is appointed by the judges of the court in which he or she serves. This is a high level management position which functions under the direction of the Chief Judge. The Clerk is responsible for managing the administrative activities of the Clerk's Office and overseeing the performance of the statutory duties of the office. As the chief administrative officer for the court, the Clerk is responsible for the management of all non-judicial functions and activities of the court. Examples of duties: (not all inclusive) consulting with and making recommendations to the judges regarding court policies and procedures; hiring and assigning personnel; designing and managing training programs; preparing and managing the annual budget; managing case processing and official records; computer and technology systems management; financial management; procurement; space and facilities management; personnel management; conducting special studies as directed; preparing statistical and narrative reports; working with various governmental agencies and private organizations on a variety of matters necessary to court activities; and overseeing public relations. The Clerk also has direct fiduciary responsibilities involving all monies or other collateral received and disbursed by the court. Travel to divisional offices is required.

Organizational Overview:

The Clerk reports directly to the Chief Judge of the United States Bankruptcy Court for the District of Arizona.

Qualification Requirements

General Experience: must have a minimum of ten 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.

Management Responsibility:

At least three of the ten years of experience must be in a position of substantial management responsibility. Must be competent in all aspects of management. Must have strong analytical, communications, leadership and interpersonal skills.

An attorney who is in the active practice of law in either the public or private sector may substitute said active practice on a year-for-year basis for the management and/or administrative experience requirement.

Preferred Skills and Desirable Characteristics:

Strong leadership qualities, a high degree of integrity, excellent interpersonal and communication skills, a high degree of understanding of automation and technology systems concepts and professional and governmental environment. Self-starter who is interested in working in a fast-paced environment in which personal initiative and excellent communication skills are highly valued. Prior high-level experience in any type of court administration, such as U.S. District, Bankruptcy, Appellate Court, or State Court is preferred. The successful candidate should be a leader, motivator, mature, highly organized, possess tact, good judgment, poise, initiative, and maintain a professional appearance and demeanor at all times. Ability to meet the public and work harmoniously with others in a total quality, team-based organization, and communicate effectively, both orally and in writing, is required. The successful candidate must be able to balance the demands of varying workload responsibilities and deadlines.

Educational Equivalents:

Education in a college or university of recognized standing may be substituted for a maximum of three years of the required general experience on the basis of one academic year of education equals nine months of experience. A bachelor's degree from a college or university of recognized standing may be substituted for three years of the required general experience. (Preferable such degree should have included courses in law, government, public, business or judicial administration or related fields.) A post graduate degree in public, business or judicial administration from a college or university of recognized standing may be substituted for one additional year of the required general experience. A degree from an accredited law school may be considered as qualifying for two additional years of the required general experience.

Applicant Information:

Your resume should describe your administrative experience as it relates to managing limited staffing and budget resources; a major project you have managed and its impact on the organization; the most challenging experience in the area of human resource management you have had relating to personnel issues and how you resolved the situation, your experience in policy research and development, analysis, and evaluation; and identify what level of executives you have worked with and your responsibilities in dealing with these individuals. Describe your knowledge and experience as it relates to the management and support of Information and Technology systems and projects. Include any individuals who will serve as your references.

Applicant must be a United States citizen or eligible to work in the United States. As a condition of employment, the selected candidate must successfully complete a ten-year mandatory background investigation and FBI fingerprint check and every five years thereafter will be subject to an updated investigation like the initial one.

All appointments subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay. Promotions are subject to approval by the Administrative Office of the U.S. Courts and would be effective only when funds become available.

Only qualified applicants will be considered for this position. Relocation expenses will not be reimbursed. Applicants selected for interviews must travel at their own expense.

How to Apply:

Qualified applicants are invited to submit a cover letter detailing relevant experience and how they meet the desired qualifications for the position, a resume, and three professional references via email to: Belinda_tercero@azb.uscourts.gov

Benefits:

Employees of the United States Bankruptcy Court are “At-Will” employees and are *not* covered by the Office of Personnel Management’s civil service classifications or regulations. They are, however, entitled to similar benefits as other federal government employees. These benefits include:

- Annual leave
- Sick leave
- Optional enrollment in a *federal health, dental and vision insurance*.
- Optional enrollment in a *federal employees group life insurance*.
- Optional enrollment in a *group long-term disability insurance program*.
- Optional enrollment in a *flexible spending program* - Pre-tax contributions to cover annual medical, dental, dependent care and commuter expenses.
- Optional enrollment in *long term care insurance*.
- For employees newly hired into the federal service, mandatory participation in the *Federal Retirement System (FERS)*, which requires a small contribution to the retirement fund. Eligible for an annuity after 5 years (at age 62) of creditable service with annuity amount dependent on age and years of service. May also be eligible for an annuity at a younger age with more years of creditable service. Full social security coverage is also provided.
- Voluntary participation (up to IRS maximum) in the *Thrift Savings Plan (TSP)* with before-tax savings and tax-deferred investment earnings. The TSP is similar to 401k plans and entitles eligible employees to a 1% automatic government contribution. Employee contributions of up to 5% are matched by the government.
- Eleven paid *federal holidays* per year.
- Public transportation subsidy (dependent on fiscal year funding).
- *Creditable service* time in other federal agencies, or the military, will be added to judiciary employment when computing employee benefits.

The United States Bankruptcy Court District of Arizona is an Equal Opportunity Employer.