



**United States Bankruptcy Court
Northern District of Georgia**

VACANCY ANNOUNCEMENT

Position:	Deputy-in-Charge
Location:	Rome, GA
Opening Date:	September 30, 2020
Closing Date:	October 30, 2020 or until filled
Salary:	CL 26 through CL 28 (\$46,600 - \$99,762) based upon qualifications

Description of Duties: The Deputy-in-Charge is responsible for the day to day management of the Rome Divisional Office. Representative duties include: scheduling and monitoring daily assignments; ensuring policies and procedures are effectively communicated and followed; overseeing performance management plans for deputy clerks; preparing and conducting performance appraisals. Reporting to the Chief Deputy Clerk of Operations, the Deputy-in-Charge participates as a member of the senior management team in the formulation, implementation and assessment of office practices, policies and procedures. The Deputy-in-Charge provides leadership and direction to staff, creating an atmosphere where training is daily and ongoing and helps all to achieve the strategic goals of the Court as laid out by the Clerk. Travel to other divisional offices to attend management meetings and court sponsored training is required. Overnight travel outside the district for training is occasionally required.

Mandatory Qualifications:

- The successful candidate must have demonstrated the ability to work well in a team based, collaborative environment and must display excellent organizational and problem-solving skills, as well as keen attention to detail
- Strong track record of exceptional customer service with both external and internal customers
- Three years or more of progressive experience working with people, projects, or resources with a proven track record of implementing change
- Thorough knowledge of basic theories of management and their application in a real world setting
- The incumbent must communicate effectively verbally and in writing with all levels of staff, both Chambers and the Clerk's Office, as well as the bar and the public
- Proficient with Microsoft Applications and Adobe Acrobat

Court Preferred Qualifications:

- Comprehensive knowledge of Bankruptcy statutes and experience with the administration of a body of rules within a judiciary unit
- Proficiency with Case Management/Electronic Case Filing (CM/ECF) System
- Associate's or Bachelor's Degree

How to Apply: To apply for this position, qualified applicants should submit: 1) a résumé; 2) a cover letter addressing qualifications and relevant experience; and 3) a completed Form AO 78, Application for Judicial Branch Federal Employment, available on the Court's website at:

http://www.ganb.uscourts.gov/sites/default/files/emp_applic.pdf

Completed application packages should be submitted electronically to:
Roosevelt_Childs@ganb.uscourts.gov

Preference will be given to those applications received on or before the closing date of **October 30, 2020**.

Salary Considerations: The starting salary will be fixed commensurate with the experience and qualifications of the applicant.

Notice to Applicants: Employees of the United States Bankruptcy Court – whether in permanent or temporary positions - are appointed in the excepted service, are considered “at-will” employees, and serve at the pleasure of the Court. As a condition of employment, the selected candidate must successfully complete a background check, including fingerprinting, as well as a check of financial and credit records. Any position offer will be considered provisional until a full suitability determination can be made. All Court employees are required to adhere to a Code of Conduct, copies of which are available upon request. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicant must be a United States Citizen or eligible to work in the United States.

The United States Bankruptcy Court is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, court employees generally are not subject to the many statutory and regulatory provisions that govern civil service employment.

Employment Benefits: Employees of the United States Bankruptcy Court are eligible for, but not limited to, the following employment benefits:

- Accrual of paid vacation and sick leave days, based on length of service, and ten paid holidays during the year
- Participation in pre-tax benefit programs (Health, Dental, and Vision Insurance programs; Flexible Spending Accounts; Commuter Reimbursement Benefit)
- Optional group life insurance
- Public Transportation Subsidy
- Participation in the Federal Employees Retirement System (FERS)
- Thrift Savings Plan (with employer matching a percentage of employee’s contribution)

The United States Bankruptcy Court is an **Equal Opportunity Employer**.