

UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF WASHINGTON

VACANCY ANNOUNCEMENT No. 22-01 CLERK OF COURT (Full-Time Position)

The United States Bankruptcy Court for the Eastern District of Washington is seeking applications for the position of Clerk of Court. The court currently consists of two active judges, the clerk, and a staff of approximately 15 clerk and chambers employees. The court's main office is in Spokane with a divisional office in Yakima. This is a high-level management position functioning under the direction of the chief judge and requiring close collaboration with both judges and their chambers. The position entails many administrative, operational, and managerial functions in a dynamic, fast-paced organization, including, but not limited to:

- Consulting with, and making recommendations to, the judges regarding court policies and procedures;
- Understanding and implementing statutes, rules, and procedures affecting the court;
- Providing direction and leadership to staff responsible for case management, courtroom support, information technology services, statistical analyses and reporting requirements, internal controls, inventory control, procurement, and financial management (including annual budget);
- Hiring, assigning, training, and developing non-chambers personnel, as well as administering internal human resources and employment dispute policies;
- Establishing and maintaining relationships with other courts in the Ninth Circuit, the local bankruptcy bar, and government agencies having business with the court;
- Participating in Ninth Circuit and national committees and other efforts to share information and develop systems, procedures, and initiatives to improve the judiciary;
- Developing and administering emergency preparedness plans, potentially including the court's response to any national pandemic or similar situation; and
- Traveling to the divisional office and to other meetings and conferences as required, both in and out of Washington State.

Position Location: Spokane, WA, with regular travel to Yakima, WA.

Start Date: October 3, 2022, or such later date as may be agreed with the selected candidate.

Salary Range: Judicial Salary Plan Grade 15-17 (\$131,178 to \$204,861). The specific salary amount will depend on the selected candidate's qualifications and experience and be determined by application of pay-setting standards established by the Administrative Office of the U.S. Courts.

Application Closing Date: August 26, 2022.

REQUIRED QUALIFICATIONS

To be qualified for appointment, a candidate must have a bachelor's or higher degree from an accredited college or university.

General Experience: The candidate must have 10 years of progressively responsible administrative experience in public service or business which provides a thorough understanding of the organizational, procedural, and human resource aspects of managing an organization. At least 3 of the 10 years' experience must have been in a position of substantial management responsibility.

Educational Equivalents: A postgraduate degree in public, business, or judicial administration from an accredited university may be substituted for one additional year and a degree from an accredited law school may be substituted for two additional years of the general experience requirement. The

active practice of law, either in the public or private sector, may be substituted year-for-year of practice for the general experience requirement.

DESIRABLE QUALIFICATIONS

Desirable qualifications are that the candidate have a performance history demonstrating skills in managing limited resources against multiple demands; excellent leadership, organizational, and analytical skills; strong interpersonal, written, and oral communication skills; excellent problem-solving skills with the ability to analyze difficult situations and assess the practical implications of alternate solutions; an understanding of the Bankruptcy Code and Federal Rules and of legal terminology and processes; a good working knowledge of computer technology and experience with case-management automated systems similar to the CM/ECF system used by the court; the ability to work effectively with judges and other court management staff; demonstrated ethical standards and leadership; good judgment and temperament befitting a leadership position in the federal judiciary; and a professional demeanor at all times.

Prior experience in the federal judiciary is preferred, particularly operational knowledge of the courts, electronic filing, and relevant statutes, rules, and procedures.

CONDITIONS OF EMPLOYMENT

Court employees serve “AT WILL,” and as such, can be terminated with or without cause. The Office of Personnel Management civil service position classification standards and appeal procedures do not apply to court employees. The U.S. Courts require employees to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request. All application information is subject to verification. Any appointment will be provisional and contingent on the satisfactory completion and approval of a background investigation. The position is subject to mandatory participation in direct deposit of pay via electronic funds transfer.

BENEFITS

Employees of the U.S. Courts are entitled to the same benefits as other federal government employees. More information about specific employee benefits may be found at <https://www.uscourts.gov/careers/benefits>.

HOW TO APPLY

All applicants must email (1) a cover letter of interest with a narrative statement describing your qualifications, relevant experience, and management style or philosophy; (2) a comprehensive resume; (3) three professional references with current contact information; and (4) a completed Form AO 78, which is available at <https://www.uscourts.gov/sites/default/files/ao078.pdf>, to:

hr_recruitment@orb.uscourts.gov

Complete application packets must be received by no later than **August 26, 2022**. The court will screen all applications and then invite a select group for personal interviews, likely in mid-September 2022 in Spokane, Washington. Applicants selected for interviews must travel at their own expense.

***THE U.S. BANKRUPTCY COURT IS AN
EQUAL OPPORTUNITY EMPLOYER***