



**UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF OKLAHOMA**

Vacancy Announcement #FY 20-02

Position: Clerk of Court

Employment Type: Full-Time, Permanent

Location: Tulsa, Oklahoma

Grade/Annual Salary Range: JSP 15, Step 1 - JSP 16, Step 10, \$126,810 – \$193,347 (depending on qualifications & experience)

Opening Date: April 20, 2020

Closing Date: Open until filled. Apply by May 29, 2020 to ensure consideration.

Report Date: To Be Determined

Position Overview: The United States Bankruptcy Court for the Northern District of Oklahoma is seeking a highly qualified professional for this high-level management position which functions under the direction of the Chief Judge. The Clerk of Court is responsible for managing the administrative activities of the clerk's office to ensure that the court's administrative and operational needs are met and that the office's statutory duties are carried out.

About the Court: The Court is comprised of two full-time Bankruptcy Judges and their chambers staffs, thirteen Clerk's Office employees and four part-time shared employees. The Court is located in downtown Tulsa and has no divisional offices.

Representative Duties:

- Consulting with and making recommendations to the judges regarding court policies and procedures;
- Directing staff responsible for the processing of bankruptcy cases, the issuance of process, and the maintenance of official records in the custody of the court;
- Directing, through subordinate staff, the court's financial duties and functions, including purchasing and accounting, space and facilities, systems and technology, human resources management, and statistical analysis and reporting;
- Working with the judges, bar, and public to improve the delivery of court services;
- Serving as liaison to the Administrative Office of the U. S. Courts, the Federal Judicial Center, the Office of the U. S. Trustee, the General Services Administration, the United States Marshal Service, and bar associations on a variety of issues necessary to court activities;
- Hiring, assigning, and training of personnel as well as designing and managing training programs;

- Preparing and managing the annual budget;
- Managing the Employment Dispute Resolution Plan; and
- Performing any other related duties that the court may require.

Required Qualifications: The position requires a minimum of ten (10) years of progressively responsible administrative experience in public service or business that provided a thorough understanding of organizational, operational, procedural and human aspects in managing an organization (i.e., general experience). At least three (3) of the ten (10) years of experience must have been in a position of substantial management responsibility (i.e., substantial management experience).

Substantial management experience is high-level administrative experience that provided a thorough understanding of the organizational, operational, procedural and human aspects of managing an organization. Such experience typically includes financial management, space and facilities management, oversight of the information technology and human resources functions, and long and short-range planning.

Educational Equivalents:

Undergraduate – Education in a college or university of recognized standing may be substituted for a maximum of three (3) years of the required general experience on the basis that one academic year of education equals nine (9) months of experience. A bachelor’s degree from a college or university of recognized standing may be substituted for three (3) years of the required general experience.

Postgraduate –A post graduate degree in public, business or judicial administration from such a college or university may be substituted for one additional year of the required general experience.

Legal – A degree from an accredited law school may be considered as qualifying for two additional years of the required general experience.

Preferred Qualifications:

- A Bachelor’s Degree from a college or university of recognized standing.
- Experience in supervising/managing court operations.
- Knowledge and understanding of national and local bankruptcy rules and related procedures.

Benefits: Employees are entitled to paid vacation, paid sick leave, 10 federal holidays per year, choice of medical insurance from a variety of plans, group life insurance options, long-term care insurance, pretax contributions for medical costs and dependent care, dental and vision insurance, participation in the Thrift Savings Plan (401K), and participation in the Federal Employees Retirement System. For additional information, please visit <https://www.uscourts.gov/careers/benefits>. Parking is provided.

Conditions of Employment: Applicants must be United States Citizens or eligible to work in the United States. All court employees are at-will employees. This is in contrast to executive branch agencies, whose employees are generally in the competitive service. This means that court employees

generally are not subject to the many statutory and regulatory provisions that govern the employment of individuals in the executive branch. Employees are required to adhere to a Code of Conduct, which can be reviewed at www.uscourts.gov. A full government background investigation, including an FBI fingerprint and criminal records check, will be conducted. The selectee will be hired provisionally, pending successful completion of a ten-year background investigation and receipt of a favorable suitability determination. Unsatisfactory results could result in termination of employment. This position is also subject to a re-investigation every five years. Court employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit.

How to Apply: This position is open to all qualified applicants. Qualified applicants should submit: (1) a one-page cover letter, (2) a resume, (3) a list of professional references (checked only after informing applicant), and (4) an Application for Judicial Branch Federal Employment (see the Court's website at www.oknb.uscourts.gov) by mail to:

United States Bankruptcy Court
ATTN: Human Resources
224 South Boulder Avenue, Suite 105
Tulsa, OK 74103

or send one consolidated pdf document by email to hr1@oknb.uscourts.gov

The resume should include details of the applicant's substantial management and supervisory experience. The one-page cover letter should include the specific skills and qualities the applicant would bring to this position.

Interview expenses will not be reimbursed. Relocation expenses for the selected candidate may be available and if so, are negotiable. The Court provides reasonable accommodations to applicants with disabilities. The United States Bankruptcy Court for the Northern District of Oklahoma reserves the right to modify the conditions of this vacancy announcement, or to withdraw the announcement at any time without prior written or other notice.

THE COURT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER