

**UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF VIRGINIA**

VACANCY ANNOUNCEMENT

POSITION VACANCY: Chief Deputy Clerk Type II

LOCATION: Roanoke, Virginia

OPENING DATE: May 1, 2004

CLOSING DATE: Open Until Filled

SALARY RANGE: JSP 11 - 16 (\$48,022 - \$140,145); subject to work experience and salary history

Position Summary

The Chief Deputy Clerk reports to the Clerk of Court and is responsible for assisting the Clerk in managing the clerical and administrative operations within the Clerk's Office. The Chief Deputy Clerk assists the Clerk in developing, implementing, and perfecting: (a) administrative and managerial systems; (b) automated case administration including both hardware issues and software programs; (c) courtroom services; (d) the use of human resources; (e) short-and-long-range space and facilities planning; (f) administration of budget, financial, and personnel systems; and (g) administration of customer service programs. The Chief Deputy Clerk serves as the full time assistant to the Clerk and exercises full supervisory control and management control over deputy clerks in the Clerk's Office. The Chief Deputy will also be responsible for the day to day operations of the Roanoke Divisional Office. In addition, the Chief Deputy Clerk acts for the Clerk in the absence of the Clerk.

General Information

The United States Bankruptcy Court for the Western District of Virginia serves an area of 52 counties and 20 independent cities that covers approximately two-thirds of the State of Virginia. The Clerks Office has three staffed divisional offices in Roanoke (headquarters), Lynchburg, and Harrisonburg. Court is held in these locations as well as Staunton, Charlottesville, Danville, Abingdon, and Big Stone Gap. The clerk's office currently employees 43 ½ deputy clerks and has three full time bankruptcy judges.

Minimum Qualification Requirements

Qualified candidates should have a minimum of six years of experience in a responsible administrative, professional or technical position in which they have gained a thorough understanding of organizational management to include administrative and human resource aspects. At least three of the six years of experience must have been in a position of substantial management responsibility, preferably in a court environment.

A Bachelor degree from an accredited institution is most desirable. Also, graduate degrees in accounting, judicial, public or business administration or a law degree from an accredited institution are desirable. Some Human Resource and training experience required.

Education Substitutions

Education above the high school level in accredited institutions may be substituted for the general experience requirement on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of experience.

Completion of one academic year (30 semester or 45 quarter hours) of graduate study in an accredited university in such fields as business or public administration, political science, criminal justice, law, management, or related field – or completion of a Juris Doctor (JD) degree – may be substituted for two years of specialized experience.

Information for Applicants

Candidates must have excellent organizational and analytical skills. Candidates also must be mature, responsible, tactful, possess good judgment and capable of exercising sound initiative, able to work harmoniously with others in a team-oriented work environment, and able to communicate effectively, both orally and in writing. Employment is “AT WILL” and the selected candidate will be subject to a one year probationary period and will be subject to “AT WILL” employment during this period and thereafter.

Interested applicants should submit cover letter with resume, including at least three references and salary history to:

John W. L. Craig, II
United States Bankruptcy Court
Western District of Virginia
Post Office Box 2390
Roanoke, Virginia 24010

Only qualified applicants may be invited to personal interviews. No funds are available for reimbursement of travel expenses in connection with interviews. Based on the results of the interview, submission of written materials, and reference/background reviews, the best suited applicant will be selected, with court concurrence, by the Clerk. This position is subject to mandatory electronic transfer for payment of net pay (i.e. Direct Deposit). . The successful candidate for this position is subject to a full National Crime Information Center (NCIC) background records check.

U.S. Bankruptcy employees are not covered under civil service appointment restrictions.

The U.S. Bankruptcy Court is an Equal Opportunity Employer.