



THE UNITED STATES BANKRUPTCY COURT DISTRICT OF RHODE ISLAND

VACANCY ANNOUNCEMENT No. 22-01

Position: CLERK OF COURT

Location: Providence, Rhode Island

Salary/Grade: JSP 15/16 (146,859 - \$223,400)

Position Type: Full Time, Permanent

Opening Date: September 12, 2022

Closing Date: October 14, 2022

The United States Bankruptcy Court for the District of Rhode Island is accepting applications for the position of Clerk of Court. The court currently consists of one active judge, the clerk of court, chief deputy clerk and a staff of approximately 11 as well as chambers employees. The court has one location in Providence at the Federal Center. This high-level management position serves under the direction of the bankruptcy judge. As the unit executive for the court, the Clerk of Court is responsible for managing the operational, technological, and administrative duties of the office, including compliance with judiciary and statutory requirements.

Representative Duties:

- Creating a vision of excellence through strategic planning in an environment of limited and decreasing resources.
- Creating and maintaining a culture that values human resources and the contributions necessary to maintain a good customer service-based organization.
- Directing staff responsible for the processing of bankruptcy cases.
- Promoting and maintaining the integrity of official records in the custody of the court.
- Working with the court, members of the Bar, and the public to improve the delivery of court services.
- Consulting with and making recommendations to the bankruptcy judge regarding court policies and procedures.
- Overseeing the court's local rulemaking process, including analyzing and making recommendations on the impact of statutes and federal rule changes on the court's rules, forms and procedures affecting the operations of the court.
- Managing staff responsible for automation and information technology services, statistical analysis and reporting requirements, inventory control, and human resources management.
- Working with various governmental agencies on a variety of matters integral to the business and operations of the court.
- Hiring and assigning personnel as well as designing and managing training programs.
- Preparing and managing the annual budget, which includes budgetary and staffing projections.
- Managing space and facilities and working with the General Services Administration and building property management.
- Serving as a member of The Federal Center's Facility Security Committee to provide input on building-wide physical security needs.
- Directing the court's financial services functions, including purchasing, collecting fees, authorizing expenditures, accounting, and any other fiscal responsibilities in accordance with judiciary and statutory requirements.
- Overseeing the court's travel policies and program.
- Managing the court's Employment Dispute Resolution Plan (EDR).
- Service on national advisory and working groups to provide policy input to the judiciary.

- Occasional travel to conferences, meetings, and trainings as a high-level representative of the court.
- Performing other duties as assigned.

Required Qualifications:

- **Legal Degree:** To be qualified for appointment, a candidate must have a juris doctor degree from an accredited law school.
- **General Experience:** A minimum of 10 years of progressively responsible administrative experience in public service or business that provides a thorough understanding of organizational, procedural, and human aspects in managing an organization. At least three of the 10 years of experience must have been in a position of substantial management responsibility.
- **Educational and Experience Equivalent:** 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 management or administrative experience requirement.

Desirable Qualifications:

- Federal or state court experience is highly desirable as well as a working knowledge of the Bankruptcy Code, the Federal Rules of Bankruptcy Procedure, the Federal Rules of Evidence and an understanding of court operations and administration.
- A good working knowledge of computer technology and experience with case management automated systems similar to the CM/ECF system used by the court.
- Ability to foster strong and effective working relationships both internally and externally.
- Exceptional communication and interpersonal skills.
- Demonstrated ethical standards and leadership, preferably in a court environment.
- Excellent judgment and proven problem-solving abilities; demonstrated ability to gather and analyze relevant data.
- Ability to adapt to and lead change as directed by the Court.
- Ability to effectively coach, develop, direct, and manage a skilled, service-oriented team.
- Experience in promoting a culture of high performance and continuous improvement.

Conditions of Employment:

- Employees of the United States Courts are not included in the government's Civil Service classification and are considered "at will" employees.
- Applicants must be United States citizens or lawful permanent residents actively seeking citizenship.
- Any appointment will be provisional and contingent on the satisfactory completion and approval of a background investigation.
- This position is subject to the mandatory participation in direct deposit of pay via electronic funds transfer.
- The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement.

The selectee for this position is subject to a criminal record check and satisfactory adjudication by the employing office to be eligible for employment. Candidates will not be asked about their criminal history before receiving a tentative offer of employment. Criminal history is not in itself disqualifying. All available information, past, and present, favorable and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination. Providing false or misleading information may be grounds for removal from the application and selection process and disciplinary action if discovered after an individual's hire date.

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:

- To be considered for this position, please submit the following by the application deadline:
 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. By submitting the references, the applicant consents to those references being contacted by the court.
 4. A completed Form AO78 (Application for Employment), which is available at <https://www.uscourts.gov/sites/default/files/ao078.pdf>
- Email the complete application in PDF format to: Kristen_Batty@rib.uscourts.gov; or by mail to: United States Bankruptcy Court, ATTN: Kristen Batty, The Federal Center, 380 Westminster Street, 6th Floor, Providence, RI 02903.
- Completed applications must be received by no later than **October 14, 2022**. The court will screen all applications and then invite a select group for personal interviews, likely in November/December 2022, in Providence, Rhode Island. Applicants selected for interviews must travel at their own expense.

The United States Bankruptcy Court is an Equal Opportunity Employer.