



Employment Opportunity

Chief Deputy JSP 15-17

Detroit, MI

OVERVIEW The chief deputy clerk is an executive-level position that serves as second-in-command to the unit executive and has regular interaction with federal judges, high-level officials, court staff, members of the state bar, and the public. The incumbent is responsible for the overall administration and management of the day-to-day activities in the Clerk's Office at all three locations. Representative duties include: assisting the Clerk of Court with organizational planning and management of district-wide short and long-rang planning, projects, and initiatives; establishing policies and guidelines to implement operational, information technology, training, budget, space and facilities, and administrative procedures; developing and managing the Clerk's Office budget; mentoring and overseeing the work of court managers; advising attorneys on procedural matters related to case filings; serving on various national workgroups; and, performing other duties as assigned. Occasional travel, particularly within the district, is required.

The Clerk's Office of the United States Bankruptcy Court for the Eastern District of Michigan serves the eastern half of the lower peninsula and has 55 employees who support six federal bankruptcy judges. Court offices are located in Detroit, Flint and Bay City.

EXPERIENCE REQUIRED To qualify for this position, the applicant must have a minimum of six (6) years of progressively responsible and specialized managerial, supervisory or administrative work experience in public service or business which provided an opportunity to acquire the knowledge and demonstrate skill in applying the concepts, principles, policies, and theories of organizational management. At least three (3) of the six years required must have been in a position of substantial responsibility. Educational substitutions may be made for some of the required experience. Additionally, applicants must possess excellent oral and written communication skills, a work history that demonstrates strong problem solving skills, and must have at least a working knowledge of bankruptcy terminology and procedures. A bachelor's degree and court management experience in a federal court are preferred, but not required.

CONDITIONS OF EMPLOYMENT The position of chief deputy clerk is classified as "high sensitive." Employment will be considered provisional pending the successful completion of a 10-year background investigation with updates performed every five years thereafter. Continued employment will depend upon the successful completion and favorable determinations based on these investigative results. Applicants must be US citizens or be eligible to work for the federal government. Employees of the Federal Judiciary are hired as "excepted service" appointments and are required to adhere to the Code of Conduct for Judicial Employees, which is available to applicants upon request.

TO APPLY Please download an Application for Judicial Branch Employment from the court's website at www.mieb.uscourts.gov (Home Page >Court Info >Employment Opportunities). Qualified applicants should submit the completed application AND a résumé via e-mail to MichiganEastern_Vacancy@mieb.uscourts.gov prior to 5:00 PM on **July 30, 2021**. Please send documents in PDF format (no ZIP files); include job title and your full name in the subject line. Only those applicants selected for interview will be contacted. The court will not reimburse an applicant for interview related expenses.



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