



## UNITED STATES BANKRUPTCY COURT NORTHERN DISTRICT OF OKLAHOMA

### Vacancy Announcement #FY 22-01

<b>Position:</b>	Clerk of Court (Full Time, Permanent)
<b>Location:</b>	Tulsa, Oklahoma
<b>Grade/Annual Salary Range:</b>	JSP 15, Step 1 - JSP 16, Step 10, \$131,178 – \$187,300 (Depending on qualifications & experience)
<b>Opening Date:</b>	August 23, 2022
<b>Closing Date:</b>	October 1, 2022 Apply by October 1, 2022, to ensure consideration
<b>Report Date:</b>	To Be Determined

#### Position Overview:

The United States Bankruptcy Court for the Northern District of Oklahoma is seeking a highly qualified professional to serve as the Clerk of the Court. The Clerk of Court is responsible for managing the clerk's office, ensuring the court's administrative and operational needs are met and that the office's statutory duties are carried out. This high-level management position is appointed by and functions under the direction of the Chief Judge.

#### About the Court:

The Court is comprised of one full-time Bankruptcy Judge and chambers staff, eight Clerk's Office full-time employees and one part-time shared employee. The Court is located in downtown Tulsa and has no divisional offices.

#### Representative Duties:

- Consulting with and making recommendations to the Chief Judge regarding court policies and procedures;
- Preparing and managing the annual budget;
- Analyzing and implementing statutes, rules and procedures affecting the operations of the court;
- 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 judge, the bar, and the 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 state and local bar associations on a variety of issues necessary to court activities;
- Hiring, assigning, and training of personnel;
- Designing and managing training programs;
- Managing the Employment Dispute Resolution Plan; and
- Performing any other related duties that the court may require.

### **Required Qualifications:**

A minimum of ten (10) years of progressively responsible administrative experience in public service or business that required 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 extensive management responsibility, which includes financial management, space and facilities management, oversight of 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 and sick leave, 11 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, as well as participation in the Thrift Savings Plan (401K), and the Federal Employees Retirement System. For additional information regarding benefits, please visit <https://www.uscourts.gov/careers/benefits>. Parking is also 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](http://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 at least three 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](http://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](mailto: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**