



**United States Bankruptcy Court  
District of Delaware**  
824 North Market Street  
Wilmington, Delaware 19801  
[www.deb.uscourts.gov](http://www.deb.uscourts.gov)

**CAREER OPPORTUNITY**  
Vacancy Announcement #22-01

**Position:** Chief Deputy Clerk

**Position Type:** Full-Time Permanent

**Number of Positions:** One

**Starting Salary Range:** JSP 15-17\*  
\*Depending upon experience and qualifications

**Duty Location:** 824 North Market Street, Wilmington, DE 19801

**Opening Date:** April 7, 2022

**Closing Date:** Open until filled

**Position Overview:**

The United States Bankruptcy Court for the District of Delaware is accepting applications for the position of Chief Deputy Clerk. This is a senior level manager who functions under the direction of the Clerk of Court and is responsible to the Clerk of Court for the administration and supervision of the Clerk's Office.

Currently, the Court has 63 employees and eight Bankruptcy Judges. In the absence of the Clerk, the Chief Deputy Clerk assumes the duties and responsibilities of the Clerk. The Chief Deputy Clerk assists in organizational planning, development and implementation of office procedures, and management of daily operations including the following: case management, records maintenance, financial management, public services, courtroom services, statistical analysis and reporting, information technology, budget, training, human resources, space and facilities, procurement and administration.

The Chief Deputy Clerk also assists the Clerk with management of the court's case management and electronic filing (CM/ECF) database, financial management systems,

application of the Federal Rules of Civil and Bankruptcy Procedure and Local Rules, and long-range and strategic planning.

## **QUALIFICATIONS AND EXPERIENCE:**

Qualified candidates must have a performance history that demonstrates proven skills in management practices and administrative processes, strong organizational prioritizing, problem solving and conflict resolution skills, and solid oral and written communication skills.

Knowledge of legal terminology and procedures is required. A working knowledge of the Bankruptcy Code and Rules is preferred.

All applicants should have a minimum of six years of progressively responsible experience in court management and administration in which they have gained a thorough understanding of judicial organizations including case management, governmental financial accounting, personnel, and education programs. At least three of the six years must have been in a position of management responsibility.

The successful candidate must have at a minimum a bachelor's degree in a related field from an accredited college or university. A Juris Doctor (J.D.) or master's degree, is strongly preferred and may be substituted for up to two years of professional experience.

## **Conditions of Employment:**

Positions with the U.S. Courts are excepted service appointments. Excepted service appointments are "at will" and can be terminated with or without cause by the Court. Federal Government Civil Service classifications/regulations do not apply.

Employees will be hired provisionally pending the results of a background check.

The Court requires employees to adhere to the Code of Conduct for Judiciary Employees.

Applicants must be a U.S. citizen, or meet requirements under current law.

Expenses associated with the interviews or relocations will be not reimbursed.

Employees engaging in work for the Bankruptcy Court are required to be fully vaccinated against COVID-19. Proof of vaccination will be required.

## **Benefits:**

Federal Judiciary benefits include paid vacation, sick leave, and holidays; participation in federal health insurance, life insurance and retirement programs, include the Thrift Savings Plan (tax-deferred retirement savings and investment plan with matching contributions); supplemental

dental and vision insurance, and flexible benefit and commuter programs. An overview of Federal Judiciary benefits is accessible at:

<http://www.uscourts.gov/Careers/BeneFitForLife.aspx>

### **Application Procedure:**

Interested applicants should submit a resume detailing education and work experience, a cover letter, three references and a completed Application for Judicial Branch Federal Employment (Form AO78) to [deb\\_jobs@deb.uscourts.gov](mailto:deb_jobs@deb.uscourts.gov)

The cover letter should indicate the position that you are applying for and identify how your education and experience relate to the duties and responsibilities of this position.

The Application for Judicial Branch Federal Employment (Form AO78) and Applicant Self-Certification Form can be found on the Court's Website ([www.deb.uscourts.gov](http://www.deb.uscourts.gov)) under the Employment section.

Due to the volume of applications received, the Court will only communicate to those individuals who will be interviewed for this position. **No phone calls will be accepted.** Only qualified applicants will be considered. Incomplete applications will not be considered.

**The United States Courts is an Equal Opportunity Employer.**

The Court reserves the right to modify the conditions of this job announcement, withdraw the job announcement, or fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without prior written notice or other notice.