

**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF NEW HAMPSHIRE**

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<b>Position:</b>	Chief Deputy Clerk (Type II)
<b>Vacancy Number:</b>	2016-01B
<b>Location:</b>	Manchester, New Hampshire
<b>Salary Range:</b>	JSP13 to 15 (\$91,248 to \$158,700) Based on Qualifications and Experience
<b>Opening Date:</b>	December 7, 2015
<b>Closing Date:</b>	January 22, 2016 or until position filled
<b>Estimated Start Dated:</b>	March 7, 2016

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### **Position Overview**

The United States Bankruptcy Court for the District of New Hampshire is accepting applications for the full-time position of Chief Deputy Clerk (Type II). The Chief Deputy is a senior level management position in the Clerk's office, reporting directly to the Clerk of Court. In the absence of the Clerk, the Chief Deputy assumes all of the functions and responsibilities of the Clerk.

The Chief Deputy assists the Clerk of Court with the administration and supervision of the day-to-day functions of the Clerk's Office to ensure efficient court operations. Responsibilities include handling of internal administrative records for the budget, human resources, and other fiscal records relating to the court unit. The Chief Deputy will supervise information technology, financial management, property and procurement management, travel, facilities management, and statistical reporting. The Chief Deputy establishes and adjusts long range schedules, priorities and deadlines for completion of work assignments and coordinates work schedules among subordinates. He or she assists in the development and implementation of office policies and procedures; analyzes quantity and quality of work and recommends corrective actions. The Chief Deputy also recommends personnel actions concerning subordinate supervisors and evaluates their performance. Travel may be required to the Administrative Office in Washington, D.C., to other court units, etc.

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### **Qualifications**

The successful candidate must possess a minimum of three years general experience and three years of specialized experience of progressively responsible administrative and supervisory/managerial experience providing skills and ability to exercise sound, well-reasoned judgment, as well as gaining a thorough knowledge of basic concepts, principles and theories of human resources and organizational management. Additionally, the performance history of each candidate must demonstrate proven skills

in managing limited resources against multiple demands using strong organizational, prioritizing and problem solving techniques. Each candidate must possess strong oral and written communication abilities.

While not required, the ideal candidate will have:

- Excellent academic records in an undergraduate degree from a college or university of recognized standing in such fields as business or public administration, political science, criminal justice, law, management or related field.
- Substantial experience in court administration at the federal level which includes managerial experience in the federal judiciary.
- The successful candidate must be able to balance the demands of varying workload responsibilities and deadlines and must have demonstrated a strong commitment to developing a supportive and harmonious team environment.
- The candidate should be a leader, motivator, mature, highly organized, a good steward of resources, possess tact, good judgment, initiative and interpersonal skill and maintain a professional appearance and demeanor at all times.
- Understanding of electronic case docketing systems.
- Capacity to synthesize complex information, exercise sound judgment, and problem solve.
- Ability to motivate and develop employees and facilitate a team-oriented environment.
- Firm commitment to continued learning.
- Appreciation and passion for the court's mission.

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## **Additional Information**

- Applicant must be a U.S. citizen or eligible to work in the United States.
- Employees of the United States District Court are "At Will" employees and are required to adhere to a Code of Conduct for Judicial Employees.
- The selected candidate will be subject to a background check (including references, criminal history, and credit history) as a condition of employment.
- All appointments are subject to mandatory electronic funds transfer for payment of net pay.

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## **Application Process**

Qualified applicants should submit a letter of interest, a resume, and a salary history for the past ten years to:

[tom\\_vanbeaver@nhd.uscourts.gov](mailto:tom_vanbeaver@nhd.uscourts.gov)

by the close of business on **January 22, 2016**. The applicants deemed most qualified will be invited to participate in a personal interview at their own expense. References will not be required until an applicant is considered a finalist. The Clerk reserves the right to modify the conditions of this vacancy announcement at any time or to withdraw it without prior notice.

**The United States District Court for the District of New Hampshire is an equal opportunity employer.**