

U.S. Bankruptcy Court-Eastern District of California

Vacancy Announcement

Division Supervisor



Fresno, California

www.caeb.uscourts.gov



Position Details

**Salary Range: \$52,967-\$103,208
(CL 27/28*)**

**Starting salary commensurate with experience, education, previous federal work experience, and guidelines of the Administrative Office of the U.S. Courts. Candidates generally start in the low to mid salary range. Position is promotion eligible up to CL 28 without further competition.*

**Closing Date:
June 15, 2022**

How to Apply:

The following materials must be sent as one combined e-mail attachment in either Word or PDF format to:

CAEB_HR@caeb.uscourts.gov

**by no later than 4:00pm on
Wednesday, June 15, 2022** (please reference "2022-08" in the subject line of your message):

- 1) An introductory cover letter
- 2) A resume
- 3) A completed Application for Judicial Branch Federal Branch Employment, form AO-78 (found on the *Jobs* page of the court's website)

Incomplete materials will be disqualified from consideration.

The *United States Bankruptcy Court for the Eastern District of California* is seeking applicants for a full-time Division Supervisor position in our Fresno office. The position offers an excellent opportunity to start or continue a career in federal service. The court offers a stable, friendly, and professional work environment with a Monday - Friday, 40 hour per week work schedule. Upon successful completion of training, occasional telework may be allowed.

The Division Supervisor reports to the Clerk of Court. Once fully developed, the incumbent will provide a wide range of support and supervision to Court Operations Staff.

DUTIES AND RESPONSIBILITIES

- Supervises employees in operational activities, including assigning and reviewing work, evaluating performance, and recommending disciplinary actions. Conducts employee performance evaluations. Assists in developing work standards. Supervises, delegates, and prioritizes workload. Implements staff procedures and conducts staff meetings. Oversees office functions. Maintains accurate personnel documentation and statistics. Identifies issues and resolves disputes. Makes recommendations regarding employee appointments, promotions, and separations.
- Oversees all functional components of the divisional clerk's office, including intake, docketing, records, and appeals. Demonstrates knowledge of federal and local rules and court operational procedures. Understands all aspects of case administration processes. Ensures compliance with changes to Local Rules, Federal Rules, General Orders, AO memos and requests. Identifies, recommends, and implements process improvements regarding operations procedures. Communicates office procedures with staff, Clerk of Court, IT Dept, Judges and chambers staff. Monitors compliance with standards and internal control procedures. Coordinates with the court's financial specialist regarding maintenance, supervision, and accountability for all on-site financial functions.
- Communicates with colleagues and managers to develop and improve district wide policies and procedures. Coaches Team Leaders to ensure that teams are functioning well. Displays skill in leading a team of employees in implementing new ideas and better work procedures.
- Identifies, manages and implements projects that assist the court in operations. Keeps the Operations Project list current. Participates in weekly meetings as a representative of or advisor to the court's management team. Develops project charters, manages transitions to other teams, such as IT, and coordinates project testing.
- Serves as liaison to our external and internal customers. Ensures employees deliver good customer service providing procedural information related to the filing of pleadings at Intake and the eFiling Help Desk. Ensures the court's website reflects accurate information. Answers procedural questions for judges, staff, and the public. Provides customer service and resolves difficulties while

**Division Supervisor
Opportunity Announcement
#2022-08
Page 2 of 3**

Benefits:

- 11 Paid Holidays per year
- Accrual of paid vacation and sick leave
- Federal Employee Retirement System (FERS)
- Thrift Savings Plan (TSP)
- Health Insurance
- Dental, Vision & Life Insurance
- Flexible Spending Accounts

For more information about benefits go to: www.uscourts.gov

Disclosures:

-The Court reserves the right to modify the conditions of this announcement, or to withdraw the announcement, which may occur without prior written or other notice.

-Only qualified applicants will be considered and participation in the interview process will be at the applicant's own expense. Relocation expenses will not be provided.

-Court employees serve under "Excepted Appointments" and are considered "at will" employees exempt from Federal Civil Service classifications and regulations. CA employment laws also do not apply.

-Court employees are subject to a Code of Conduct. A copy can be found on the *Jobs>Your Employee Rights and How to Report Wrongful Conduct>Judicial Conduct and Disability Act* section of the court's website.

-The selected candidate must successfully complete an initial ten-year background investigation and every five years thereafter will be subject to an updated investigation like the initial one. All information provided is subject to verification and background investigation. False statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

-Applicants must meet citizenship requirements to work for the United States government. Requirements can be found through the *Careers>Employment Information>Disclosures* section of the court's website at www.caeb.uscourts.gov.

-Employees are required to use Electronic Funds Transfer (EFT) for payroll deposits.

-The court requires vaccination against COVID-19 as a condition of employment. The selected candidate will be required to report their COVID-19 vaccination status by completing an attestation form and providing proof of full vaccination prior to commencing employment.

complying with regulations, rules, and procedures. Attends Attorney Advisory committee meetings. Attends and speaks at Bar functions as needed. Coordinates the work of the divisional office with other governmental agencies, court units, the Bar and the public.

- Coordinates Operations Training Team to ensure timely training of staff on policies, procedures, and internal controls. Trains Team Leaders and coaches and mentors staff. Makes recommendations regarding District Wide training needs. Ensures that training regarding job aids and new procedures is provided as needed and reflects current procedures.
- Assists the Management Team in defining and creating long- and short-term goals regarding the efficient functioning of the divisional office and district. Implements and monitors strategic plans for the accomplishment of goals.
- Delegates and distributes assignments and decisions appropriately. Provides guidance, direction, feedback, and accountability based on people's capabilities. Intervenes as needed to remove obstacles. Acts with a clear sense of ownership and ensures others do the same. Establishes responsibilities and processes for monitoring work and measuring results. Documents employee performance, procedures, rules and job expectations.
- Deals constructively with problems that do not have clear solutions or outcomes. Partners with management prior to taking disciplinary action as outlined in the personnel policy. Uses mediation and problem-solving skills when managing conflicts.
- Identifies and seizes new opportunities. Readily acts on challenges, without unnecessary planning. Stages activities with relevant milestones and schedules. Anticipates and develops effective contingency plans and adjusts accordingly. Orchestrates multiple activities simultaneously to accomplish a goal.
- Interacts appropriately with judges, chambers, management, outside agencies and public. Keeps management informed regarding sensitive and relevant issues. Navigates through the internal and judiciary structure to get things done. Is willing to champion an idea or position despite opposing ideas or opinions. Supports final decisions and displays a positive attitude during implementation.
- Is seen as direct and truthful. Keeps confidences. Can be counted on - follows through on commitments. Shows consistency between word and actions. Takes personal responsibility for decisions, actions, and failures. Abides by the Code of Conduct for Judicial Employees and the Court's Personnel and Administrative Policy Manual.
- Makes sound decisions without knowing the total picture. Asks the right questions to accurately analyze situations. Uncovers root causes to difficult problems. Relies on a mixture of analysis, wisdom, experience, and judgment when making decisions. Evaluates pros and cons, risks and benefits of different solution options. Researches and develops a plan of action prior to seeking assistance. Learns quickly when facing new situations. Readily learns and adopts new technologies.
- Communicates effectively verbally and in writing. Attentively listens to others. Provides timely and helpful information to others across the court. Recommends and receives ideas, opinions and/or information of others readily and constructively. Responds effectively to the reactions and positions of others

- Understands internal and external customer requirements, expectations, and needs. Acts with diplomacy and tact. Delivers solutions that meet customer expectations. Balances the needs of multiple customers. Identifies opportunities that benefit the customer.
- Partners with others to get work done. Represents own interests while being fair to others. Treats others with respect and values working relationships. Fosters open dialogue and collaboration among the teams.
- Consistently meets deadlines and processes work. Persists in accomplishing objectives despite obstacles and setbacks. Easily adjusts work priorities and approach for different situations in a positive manner. Shows personal commitment and takes action to continuously improve.

Limited travel to other divisional offices may be required occasionally.

MINIMUM QUALIFICATIONS

To qualify for the CL-27, candidates must possess at least two years of specialized work experience, including at least one year equivalent to work at the CL-26 level. For placement at the CL-28, applicants must have three years specialized experience, including at least two years equivalent to work at a CL-27. Applicants currently at the CL-28 level will remain at their current grade and step. Specialized experience includes progressively responsible work of the position or closely related to it and includes:

- Experience and skill in leading a team of employees in implementing new ideas and better work procedures
- Exceptional leadership and proven problem-solving skills
- Project management skills

PREFERRED QUALIFICATIONS

The ability to communicate effectively, exercising good judgment and tact; the ability to meet the public in a professional and courteous manner, work harmoniously with others in a team-based organization, and handle confidential matters professionally; the ability to organize time, work, and staff effectively, balancing the demands of workload responsibilities and deadlines; and the ability to think critically and apply emotional intelligence in all situations.

Preference will be given to candidates who possess the following:

- Working knowledge of Bankruptcy, case management and CM/ECF experience
- A bachelors or associates degree from an accredited college or university, preferably in business administration, public administration or related field.
- Experience with or in a U.S. Court Clerk's Office and knowledge of applicable procedural rules is strongly preferred.