



# UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF CALIFORNIA

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## Position Announcement #: 25-02

<b>Position Title:</b>	CHIEF DEPUTY CLERK (TYPE II)
<b>Terms of Employment:</b>	Full-time, Excepted Service
<b>Classification Level:</b>	Judicial Salary Plan (JSP) JSP 14-15; Salary Range: \$138,041-\$162,363* <i>Salary based on experience or at agency promotional percentage</i> <i>Possible promotion potential to JSP 16 without competition</i>
<b>Position Location:</b>	Sacramento, California
<b>Closing Date:</b>	Position open until filled. Priority consideration given to applications received by August 15, 2025

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### **POSITION OVERVIEW:**

The Chief Deputy Clerk is an executive-level position that serves as second-in-command to the Clerk of Court and has regular interaction with judges, high-level officials of other organizations and agencies, members of the bar, trustees, and the public. The Chief Deputy Clerk assists the Clerk of Court in providing leadership, management and supervision of the Clerk's Office and assists in organizational planning, development and implementation of office procedures and management of daily functions of the Clerk's Office, including the following: operations, space and facilities, financial management, budget, statistical analysis and reporting, information technology, human resources, training, administration. They also work to ensure that all employees are supporting the mission and goals of the Court. The Chief Deputy Clerk assists the Clerk of Court with management of the Court's case management and electronic case filing (CM/ECF) system, financial management systems, long-range and strategic planning, application of the federal rules of procedure and local rules and assumes the duties of the Clerk of Court in his absence. The incumbent reports to the Clerk of Court.

### **ABOUT THE EASTERN DISTRICT OF CALIFORNIA**

The Eastern District of California covers a broad geographic area encompassing thirty-four urban and rural counties up and down the state. The Bankruptcy Court is comprised of over 60 individuals, including six judges, as well as Chambers and Clerk's Office staff located in the Sacramento and Fresno Federal Courthouses.

## **DUTIES AND RESPONSIBILITIES:**

- Assists in creating a vision of excellence through strategic and long-range planning in an environment of limited and decreasing resources.
- Serves as a leadership resource for senior officials and strives to meet current and future organizational needs by formulating, recommending, implementing, and evaluating organizational structure, reporting relationships, functional assignments, and office policies and procedures.
- Coaches, develops, and fosters teamwork among operational and administrative personnel.
- Directly supervises court operations and administrative staff.
- Works with the Clerk to maintain a daily management presence to ensure smooth ongoing operations.
- Makes recommendations to the Clerk regarding administrative and operational policies and procedures; interprets and applies the appropriate statutes, rules, and operating procedures, including the Guide to Judiciary Policy and local internal policies and procedures.
- Facilitates the development, implementation, and enforcement of policies and practices to secure staff and physical assets of the court, which may include oversight of property management, training, emergency preparedness and disaster recovery activities, space and facility needs, security, and acquiring additional resources as needed.
- Works with the Clerk, as well as Budget, Finance, Procurement, and IT leadership to develop spending plans for the court.
- Works with the Clerk to evaluate the court's allotments and determine appropriate staffing and spending decisions in consideration of the court's short- and long-term goals.
- Works with the Clerk and HR in all aspects of Human Resources including a working knowledge of HRMIS/Leave Tracking, developing and delivering performance appraisals, resolving personnel issues and managing conflict.
- Approves all payment requests and payment and travel vouchers in the Clerk's absence and approves payment vouchers payable to the Clerk when they are not otherwise approved by the Chief Judge, responsible for oversight of procurement, financial management and internal controls.
- Performs annual internal financial audits and self-assessments as required by the Guide to Judiciary Policy.
- Abide by the Code of Conduct for Judicial Employees and court confidentiality requirements. Always demonstrate sound ethics and good judgment. Provide customer service and resolve difficulties while complying with regulations, rules, and procedures. Foster effective and collaborative internal and external working relationships.

## **QUALIFICATIONS AND REQUIREMENTS**

### **Required/Minimum Qualifications:**

Applicants must have a minimum of six years of progressively responsible experience; three years of general experience and three years of specialized experience as described below. At least three of the six years must have been in a position of management responsibility, including supervising staff. Working knowledge of legal and court terminology is required.

### **Preferred Qualifications:**

Priority consideration will be given to candidates who have current knowledge and understanding of the established local policies and practices of the U.S. Bankruptcy Court for the Eastern District of California. A bachelor's degree from an accredited college or university is also highly desirable.

Some education may be substituted for general and/or specialized experience.

### **Other requirements:**

- Ability to travel to other offices, training centers and seminars as needed
- Ability to telework from home or alternate approved work location, in the case of emergencies such as weather or emergency office closures

## **HOW TO APPLY:**

All applicants must submit no more than a two-page letter of interest which outlines the applicant's relevant qualifications, skills, and experience necessary to perform the position, as well as how their selection would benefit the court.

Applicants must also submit the following documents:

- Resume
- Federal Judiciary Branch Application for Employment – AO78 (which can be obtained on our website at [www.caeb.uscourts.gov](http://www.caeb.uscourts.gov) under Careers)

Please submit all documents combined as a **single** PDF file, via email to:

**CAEB\_HR@caeb.uscourts.gov** with the subject line: **25-02 Chief Deputy Clerk Vacancy**

Only applications submitted via email will be accepted. Applications submitted as zip files, cloud files and/or links will not be accepted. The U.S. Bankruptcy Court is not authorized to reimburse candidates for interview expenses.

## **GENERAL INFORMATION:**

- This is an executive level, high-sensitive position within the Judiciary. Employment is provisional pending the successful completion of a ten-year background investigation and favorable suitability determination. Investigative updates are required every five years. Unsatisfactory results may result in termination of employment.

- As part of the Judicial Branch of the United States government, employees of the Court are at-will employees appointed by the Clerk of the Court and can be terminated with or without cause.

- Judiciary employees must adhere a code of conduct that may be found at: <https://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>.
- This position may be required to participate in annual financial disclosure requirements.
- Employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit.

## **BENEFITS**

This position is covered by the Judicial Salary Plan and is entitled to benefits that include participation in the Federal Employees' Retirement System (FERS), Social Security, Thrift Savings Plan, health and life insurance benefits, flexible benefits program, paid time off, and 11 paid holidays per year. More information can be found at [www.uscourts.gov/careers/benefits](http://www.uscourts.gov/careers/benefits)

The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources at [CAEB\\_HR@caeb.uscourts.gov](mailto:CAEB_HR@caeb.uscourts.gov) . The decision on granting reasonable accommodations will be made on a case-by-case basis.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice. If a position becomes vacant in a similar classification within a reasonable time from the original announcement, the court may select a candidate from the applicants who responded to the original announcement without posting the position.

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