

United States Bankruptcy Court District of Connecticut

VACANCY ANNOUNCEMENT 18-05

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| POSITION TITLE: Operations Supervisor | NUMBER OF POSITIONS: One (1) |
| DUTY STATION: Hartford | GRADE/SALARY RANGE: CL 27/28 (\$54,400-\$106,004) |
| POSITION TYPE: Full-time permanent | AREA OF CONSIDERATION: All qualified applicants |
| OPENING DATE: August 15, 2018 | CLOSING DATE: Open until filled |

The U.S. Bankruptcy Court for the District of Connecticut, Clerk's Office, has an immediate opening an Operations Supervisor in the Hartford courthouse. Starting salary commensurate with work experience, education, prior/present pay history and previous federal court experience. Promotion potential to CL 28 without further competition if the appropriate qualification requirements are met.

The Clerk's Office offers an opportunity for a team player who is self-motivated, detail oriented with excellent interpersonal communications skills, strong desktop skills, basic problem-solving skills and a strong work ethic. Our fast-paced, prestigious environment consists of challenging and rewarding work, training opportunities, and the potential for advancement for bright people with strong initiative, flexibility and ability to multi-task.

POSITION OVERVIEW

This position is located in the Clerk's Office of the United States Bankruptcy Court to oversee staff in the Hartford division. The incumbent will serve as a first-line supervisor over multiple areas of court operations, including case administration, records/mail management, financial administration, courtroom support, judicial support, etc. The Supervisor primarily directs staff and ensures compliance with the appropriate guidelines, policies, and internal controls and reports directly to the Chief Deputy.

REPRESENTATIVE DUTIES

- Supervise employees involved in operational activities, including assigning and reviewing work, evaluating performance, and recommending disciplinary actions. Develop and conduct employee performance evaluations. Assist in developing work standards. Supervise, delegate, and prioritize workload. Implement staff procedures and conduct staff meetings. Oversee office functions. Identify issues and resolve disputes. Maintain accurate documentation and employee records. Train staff on policies, procedures, and internal controls. Make recommendations regarding employee appointments, promotions, and separations.
- Oversee all functional components of the divisional Clerk's Office, including intake, docketing, records, appeals, finance, and chambers support.
- Oversee receipt and review of incoming documents for conformity with federal and local rules. Monitor daily case data processing and data quality assurance activities, including case opening and closing. Arrange for or provide CM/ECF employee training. Assist attorneys and their staff with electronic case and document filing. Oversee records and mail management activities.
- Coordinate with the court's financial administrator regarding maintenance, supervision, and accountability for all on-site financial functions, including supervision of cashiers, reconciliation, and bank deposit functions, control of safe access and contents, custodial responsibility for divisional office financial records, supervision of the issuance of receipt stock, the review of mail logs.
- Assist the Clerk and Chief Deputy in defining and creating long- and short-term goals regarding the efficient functioning of the divisional office and implementing and monitoring strategic plans for the accomplishment of goals.
- Advise attorneys on procedural matters related to the filing of pleadings, and execute and supervise the execution of quasi-judicial duties such as the entry of default judgments.
- Coordinate the work of the divisional office with other governmental agencies, court units, the Bar and the public.
- Work closely with other court management in the coordination of courtroom deputies and case management clerks to ensure appropriate coverage.
- Communicate and respond to management requests regarding operations. Answer procedural questions for judges, staff, and the public. Provide customer service and resolve difficulties while complying with regulations, rules, and procedures. Abide by the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Demonstrate sound ethics and good judgment at all times. Handle confidential and sensitive information appropriately.

PREFERRED QUALIFICATIONS

- Bachelor's degree from an accredited four-year college or university, advanced degree or specialized certification.
- Two or more years of supervision experience in a court or legal environment.
- Current or Prior Federal Bankruptcy Court experience.

QUALIFICATIONS

Meet the qualification standards applicable to positions for the highest level of work effectively supervised.

Have specialized experience that included progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain:

- Skill in developing interpersonal work relationships needed to lead a team of employees;
- The ability to exercise mature judgment;
- Knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the court unit involved; and
- Have at least one year of experience at or equivalent to CL 26 or CL 27.

REQUIRED SKILLS

- Ability to learn and understand the policies, procedures and functions related to court operations
- Knowledge of staff supervision and development principles; ability to lead people and develop teams to achieve objectives
- Knowledge of project management principles and proficient in process improvement, problem solving, trouble shooting and creative solution development.
- Ability to learn and understand CM/ECF, BCAP, report development and design, DQA principles and practices.
- Ability to communicate effectively, both orally and in writing, in a professional manner
- Ability to apply a body of rules, regulations, directives or laws
- Strong attention to detail and organization skills
- Ability to maintain strict confidentiality and work under deadlines
- Ability and willingness to travel occasionally to district offices
- Proficiency with Microsoft Word and Adobe PDF files

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or eligible to work in the United States. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment.

INFORMATION FOR APPLICANTS

Applicants selected for interviews must travel at their own expense. The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. The Court will only communicate with those qualified applicants who are selected for an interview. **No phone calls please.**

Judiciary employees serve under excepted appointments and are considered "at will" and can be terminated with or without cause by the Court. The U.S. Courts require employees to adhere to a Code of Conduct.

BENEFITS

Employees of the United States Bankruptcy Court are eligible for, but not limited to, the following employment benefits: Accrual of paid vacation and sick leave days, and paid holidays • Participation in pre-tax benefit programs (health, dental, and vision insurance programs; flexible spending accounts; commuter reimbursement benefit) • Group life insurance and long term care insurance • Participation in the Federal Employees Retirement System (FERS) • Traditional (pre-tax) and Roth (after-tax) retirement savings and investment plan through the Thrift Savings Plan (TSP) with employer matching contributions .

HOW TO APPLY

E-Mail the following documents in a single pdf to CTB_Employment@ctb.uscourts.gov.

- Subject of Email should read: **Vacancy 18-02 Operations Supervisor.**
- Cover Letter addressing your particular skills and experience; with an explanation of how those skills and experience may contribute to the organization.
- Current Resume.
- List of three (3) professional references.
- Completed Employment application (AO78).

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER.