



**UNITED STATES DISTRICT AND BANKRUPTCY COURTS  
FOR THE  
DISTRICT OF COLUMBIA**

**POSITION:** Deputy In Charge

**JOB NUMBER:** 2008-18

**LOCATION:** Washington, DC

**SALARY RANGE:** CL 28/29 (\$55,809-\$107,854)  
**Salary commensurate with work experience, prior/present pay history and previous federal government experience.**

**Opening Date:** December 5, 2008

**Closing Date:** OUF

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## **POSITION OVERVIEW**

This position is located in the Operations Division of the Clerk's Office of the United States Bankruptcy and District Courts for the District of Columbia. Reporting directly to the Chief Deputy of Operations, the Deputy In Charge holds a management level position and is responsible for overseeing the daily operation and staff of the bankruptcy and the intake sections. The incumbent serves as the in-house expert and advisor to judicial officers, court staff and the public on bankruptcy laws, procedures, theories and practices. This position also assists with the promotion and maintenance of positive working relationships with all court divisions, chambers and other agencies in and outside of the court.

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## **QUALIFICATIONS**

Requires minimum of three years of specialized experience in this functional area including at least one year equivalent to work at the CL 27 level, which demonstrates (1) progressively responsible levels of administrative, technical, professional and supervisory/managerial experience and (2) in depth knowledge of bankruptcy laws, concepts, principles, and theories. Outstanding organizational and interpersonal skills and excellent written communication and writing skills; strong analytical, automation, project and personnel management skills.

Experience in a bankruptcy court setting and knowledge of CM/ECF is highly desired. Preference will be given to candidates with bankruptcy experience and direct supervisory experience in excess of the minimum three year requirement.

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## EDUCATION

Candidates must have a bachelor's degree from an accredited college or university in court administration, business, law, public administration or related field.

Educational substitutions may be made for some experience requirements.

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## BENEFITS

This position is covered by the Court Personnel System. A generous benefits package is available to full-time permanent employees which may include:

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Optional participation in private long-term disability plan
- Credit for prior government service towards leave accrual rates and retirement

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## CONDITIONS OF EMPLOYMENT

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request.

Employees of the United States District Court are **Excepted Service Appointments**. Excepted service appointments are at will and can be terminated with or without cause by the court.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

Final candidates will undergo a background check. Employment will be considered provisional pending the successful completion of a background investigation.

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## APPLICATION INFORMATION

Qualified persons interested in being considered for this position are invited to submit a cover letter detailing related experiences and accomplishments and a detailed resume.

All application materials are to be sent to:

Human Resources Department  
United States District and Bankruptcy Courts, DC  
333 Constitution Avenue, NW  
Washington, DC 20001

Or

Via email to:

[DCD\\_HumanResources@dcd.uscourts.gov](mailto:DCD_HumanResources@dcd.uscourts.gov)

If your application packet does not provide all information requested, you may lose consideration for this position.

Only applicants selected to proceed to the next phase of the selection process will be notified. Unsuccessful applicants will not receive notice.

Applicants selected for interviews must travel at their own expense. Relocation expenses for the successful candidate are not guaranteed, but may be reimbursed given a favorable budget situation and upon appropriate approvals.

**Equal Opportunity Employer**