

**UNITED STATES BANKRUPTCY COURT
FOR THE EASTERN DISTRICT OF VIRGINIA**



www.vaeb.uscourts.gov

AN EQUAL OPPORTUNITY EMPLOYER

POSITION: Division Manager

LOCATION: Richmond, Virginia

SALARY RANGE: CL 29 - CL 31 (\$65,572 - \$148,148), depending on qualifications, experience, and education

OPENING DATE: October 18, 2009

CLOSING DATE: Open until filled — To ensure consideration application should be received by 4:00 p.m., Eastern Time, on November 6, 2009

POSITION NO.: 09-006

POSITION ANNOUNCEMENT

The Clerk's Office of the United States Bankruptcy Court for the Eastern District of Virginia, Richmond Division, is accepting applications for a full-time, permanent **Division Manager** position.

POSITION OVERVIEW:

As Division Manager, this position assigns, directs, and plans the work of operational staff, as well as effectively supervising employees. Responsibilities include training, evaluating, and development of the operations staff. The Division Manager must be knowledgeable about all functions, including docketing duties, and will be responsible for the development, implementation, and refinement of all office policies, procedures, and programs. The Division Manager is a member of the Court's District Management Team and, in addition, works closely, as a team, with the division managers at the Court's Alexandria and Norfolk-Newport News divisions.

REPRESENTATIVE DUTIES:

The incumbent is responsible for operations in the Richmond Division Clerk's Office including records management, intake, docket, case administration, and courtroom services. The incumbent provides professional level support for the Clerk's Office, including, but not limited to, providing leadership for the process analysis and the performance management process. The incumbent works closely with Clerk, Chief Deputy, and other staff in identifying and implementing (as appropriate) best practices in both operations and administration. The incumbent reports directly to the Chief Deputy.

QUALIFICATION REQUIREMENTS:

The successful candidate must have at least three years of progressively responsible administrative, supervisory, managerial or professional work experience, which provided an opportunity to gain (a) skill in dealing with others in person-to-person work relationships, (b) the ability to exercise mature judgment and (c) a thorough knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the court unit. Desirable qualifications include: ability to assume and delegate responsibility; ability to manage and work with staff, management, the public, and the bar; ability to communicate clearly, both verbally and in writing; ability to organize, oversee, and complete projects; ability to work effectively with Judges and chambers staff; and ability to be a team player with a positive demeanor, supportive of management policies and procedures. Special consideration may be given to those with working knowledge of the federal court case management/electronic case files system.

Must have at least one year of experience at or equivalent to the CL-28 to qualify for the CL-29, at least one year of experience at or equivalent to the CL-29 to qualify for the CL-30, and at least one year of experience at or equivalent to the CL-30 to qualify for the CL-31.

EDUCATION REQUIREMENTS:

High school graduation or equivalent required. Education above high school level may be substituted for general experience. College degree is preferred.

APPLICATION PROCEDURE:

Submit cover letter, salary requirements, detailed resume and references by 4:00 p.m., Eastern Time, on November 6, 2009, to:

**Human Resources Officer – 09-006
United States Bankruptcy Court
701 East Broad Street, Suite 4000
Richmond, VA 23219-1888**

(Please note: "EMPLOYMENT APPLICATION" on the outside of the envelope.)

If you have any questions about this position, please contact the Human Resources Officer at 804-916-2496.

To obtain a copy of Form AO-78, please go to the court's website, www.vaeb.uscourts.gov and click on the General Information button, then select Job Opportunities. To learn more about the federal courts, go to www.uscourts.gov.

OTHER INFORMATION:

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

The applicant considered for appointment will be subject to a background check.

This position is subject to mandatory electronic funds transfer for payment of net pay.

Occasional travel, including overnight travel, to other divisional offices is required.

Only well-suited applicants may be invited for personal interviews. Only those applicants selected for an interview will be contacted. Only those applicants selected for an interview will be required to provide a completed Application for Judicial Branch Federal Employment (AO-78), which may be accessed at <http://www.vaeb.uscourts.gov/jobs.html>, at the time of the interview. The best-suited applicant will be selected. The conditions of this position announcement are subject to modification without prior notice being given. Only applicants invited for personal interview will be advised of the outcome of the applicant selection process.

FEDERAL BENEFITS:

Employees of the United States Bankruptcy Court are not included in the government's Civil Service classification and are **Excepted Service Appointments**. Excepted service appointments are at-will employees and can be terminated with or without cause by the Court. They are, however, entitled to benefits similar to other federal employees. Benefits 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 after three years; and 26 days after fifteen years of federal service
- Paid sick leave in the amount of 13 days per year
- Optional participation in the Federal Employees Health Benefits Program
- Optional participation in the Federal Employees Group Life Insurance Program
- Optional participation in the Federal Employees Dental and Vision Insurance Program
- Optional participation in the Commuter Benefit Program
- Mandatory participation in the Federal Employees Retirement Program and the Social Security Retirement Program
- Thrift Savings Plan
- Long Term Disability Plan Options
- Long Term Care Insurance
- Flexible Benefits Program
- Credit Union Participation

Time in service for employees of other Federal Agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.