



## United States Bankruptcy Court District of Minnesota

### Vacancy Announcement #2019-07

- Position:** Operations Supervisor
- Salary:** CL-26 (\$48,584 - \$78,940) to CL-27 (\$53,356 - \$86,762) based on qualifications
- Location:** Minneapolis, Minnesota
- Position Type:** Full time
- Closing date:** October 28, 2019 or until filled

The United States Bankruptcy Court for the District of Minnesota is accepting applications for the position of Operations Supervisor in the Minneapolis office. Starting salary commensurate with work experience, education, prior/present pay history and previous federal court service.

### POSITION OVERVIEW

This position is located in the Minneapolis office of the Clerk of Bankruptcy Court to serve as supervisor over multiple areas of court operations, including case administration, records/mail management, financial administration and courtroom support. The Operations Supervisor directs a staff of approximately 10 and ensures compliance with court rules, guidelines, policies and internal controls. The Operations Supervisor reports to the Clerk of Court.

### REPRESENTATIVE DUTIES:

- Oversee all functional components of the divisional Clerk's Office, including intake, docketing, records, appeals, finance, and courtroom support.
- Supervise employees involved in operational activities, including assigning, prioritizing and reviewing work and ensuring appropriate coverage of all tasks. Evaluate performance and conduct performance reviews. Assist in developing work standards and individual employee goals and maintain accurate documentation and employee records. Make recommendations regarding employee appointments, promotions, disciplinary actions or project improvement plans, and separations.
- Develop and present training programs for operations staff on policies, procedures and internal controls. Ensure ongoing compliance.

- Review the court record for accuracy and edit as necessary.
- 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.
- 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 and the review of mail logs.
- Working in cooperation with the other divisional office supervisors, assist the Clerk and Chief Deputy in defining and creating long- and short-term goals regarding the efficient functioning of the divisional office.
- Serve on the court's Quality Control Committee.
- Provide and model a strong customer service ethic in assisting judges, staff, the bar and the public with procedural and operational questions.
- Advise attorneys on procedural matters related to the electronic filing of pleadings.
- Abide by the Code of Conduct for Judicial Employees. Maintain court confidentiality and handle confidential and sensitive information appropriately. Demonstrate sound ethics and good judgment at all times.

## **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**

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 25 or CL 26.

## **REQUIRED SKILLS**

- Ability to learn, understand and apply the statutes, rules, 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
- Proficiency in process improvement, problem solving, trouble shooting and creative solution development.
- Ability to learn and understand CM/ECF, CHAP, CMA, report development and design, DQA principles and practices.
- Ability to communicate effectively, both orally and in writing, in a professional manner
- 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 FOR EMPLOYMENT:**

Candidates must demonstrate organizational skills, good judgment, and willingness to work with legal, technical, administrative and operations staff in a cooperative environment. Candidates must maintain absolute confidentiality of sensitive information.

All employees of the court are required to adhere to the Code of Conduct for Judicial Employees, which is available for review upon request.

### **Benefits:**

- Paid vacation and paid sick leave
- Optional participation in choice of health plans, dental and vision insurance programs, group life insurance program, long term care insurance, and optional participation in a pre-tax flexible spending account plan for commuter reimbursement, and dependent care and medical expenses not covered by health insurance
- Participation in the Federal Employee Retirement System (FERS)
- Optional participation in the Thrift Savings Plan with matching contributions (similar to 401K)
- Public transit subsidy as the budget permits
- 10 paid holidays per year
- Options for telework and/or compressed scheduling
- This position is subject to mandatory EFT (Electronic Funds Transfer) participation for payment of net pay.

**Additional Information:**

- Applicants must be citizens of the United States or be authorized to work in the United States. Please note citizenship requirements:  
<http://www.uscourts.gov/careers/search-judiciary-jobs/citizenship-requirements-employment-judiciary>
- Only the most qualified applicants will be contacted for personal interviews. No telephone calls please.
- Applicants to be interviewed may be asked to provide a completed Application for Judicial Branch Federal Employment (Form AO 78), and a list of references.
- Applicants selected for interview must travel at their own expense.
- The U.S. Bankruptcy Court is not authorized to reimburse candidates for interview or relocation expenses.
- This position is subject to an FBI fingerprint check. In addition, the successful applicant will be hired subject to a probationary period of no less than six months.

**APPLICATION:**

Qualified applicants should email a cover letter and resume in a single document to: [mnb\\_applications@mnb.uscourts.gov](mailto:mnb_applications@mnb.uscourts.gov). Please refer to ANNOUNCEMENT #2019-07 in the email transmittal.

The U. S. Bankruptcy Court has the right to modify the conditions of this vacancy announcement, or withdraw this announcement, either of which may occur without prior written or other notice.

The United States Bankruptcy Court is a part of the Judicial Branch of the United States Government. Employees of the United States Bankruptcy Court serve under "Excepted Appointment" and are considered "At-Will" employees.

Please visit the employment (<http://www.mnb.uscourts.gov/employment>) section of our website for other requirements and benefits information.

THE UNITED STATES BANKRUPTCY COURT  
IS AN EQUAL OPPORTUNITY EMPLOYER.