

UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF NEW YORK**POSITION VACANCY**

**POSITION :** Operations Supervisor

**LOCATION :** Rochester, New York

**OPENING DATE :** March 30 , 2007

**CLOSING DATE :** April 13, 2007

**SALARY :** CL 28 [\$50,712 to 82,476 per annum]  
Starting salary commensurate with experience and education, previous federal government service, and prior pay history.

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**Position Overview**

The Office of the Clerk, U.S. Bankruptcy Court, has an immediate opening for an Operations Supervisor, with a duty station located in Rochester, New York. The Court has 3 bankruptcy judges (2 stationed in Buffalo and 1 stationed in Rochester) and a total of 40 clerk's office employees. The U.S. Bankruptcy Court is a technology progressive organization whose goal is to provide quality customer service. The candidate will be responsible for technically and administratively supervising the daily operations of the functional areas of docketing, intake, bankruptcy case, adversary proceeding and appeals processing, new case openings, data quality analysis, intake and records management. This position reports directly to the District Deputy-in-Charge.

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**Duties**

Develops, analyzes, evaluates and makes recommendations to senior management on improving the effectiveness of the operations of the Court, including work methods and procedures, changes in policies, organization, planning, general management, and programs. Instructs, coaches, and develops employees performing the daily operations of the Clerk's Office, fostering a sense of teamwork and a customer service orientation and acting as a facilitator between senior management and court operations staff ensuring that staff are aligned with district/divisional goals and objectives. Evaluates employee performance and conducts regular performance planning and review meetings. Plans, organizes and monitors the progress of the work of court operations staff, while coordinating the equitable distribution of work and office coverage. Prepares daily work schedules for backup duties and intake coverage as necessary. Participates in interview and selection processes of candidates for vacant positions. Recommends developmental plans and appropriate training programs to enhance performance, ensuring that all court operations staff are adequately trained in their respective duties. Effects disciplinary actions when necessary. Preliminarily handles employee grievances, complaints, and other employee relations matters. Reviews and approves sick and annual leave in accordance with district policy and office needs. Provides information to judicial officers, court staff, the public and the bar.

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**Qualifications**

Requires a minimum of three years of specialized experience, including at least one year equivalent to work at the CL 27 level, which demonstrates progressively responsible administrative, technical, professional, supervisory, or managerial experience with the responsibility for directing the work of others; outstanding organizational and interpersonal skills; flexibility; a strong commitment to service; excellent oral communication and writing skills; strong analytical, automation, project and personnel management skills. General experience must demonstrate the applicant has a good understanding of the methods and administrative machinery for accomplishing the work of an organization; the ability to analyze problems and assess the practical implications of alternate solutions and the capacity to employ the knowledge, skills and abilities in the resolution of problems.

A bachelor's degree from an accredited college or university in court administration, business, law or public administration or related field is preferred. Education above the high school level and excess specialized experience may be substituted for required general experience.

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## **Benefits**

The United States Bankruptcy Court offers a benefits package to full-time permanent employees which includes:

- 10 Paid Federal Holidays
- 13 Days Paid Vacation (for the first three years)
- 20 Days Paid Vacation (after three years)
- 26 Days Paid Vacation (after fifteen years)
- Participation in Federal Employees Retirement System
- Flexible Benefits Program [optional]
- Paid Sick Leave
- Thrift Savings Plan [401K]
- Life Insurance [optional]
- Medical Coverage [optional]
- Long-Term Care Insurance [optional]
- Credit Union Participation
- Long-Term Disability Plan [optional]

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## **Information for applicants**

Applicants should submit a Form AO 78 Application for Judicial Branch Federal Employment and cover letter to:

Michelle A. Pierce, Chief Deputy  
U.S. Bankruptcy Court, WDNY  
300 Pearl Street, Suite 250  
Buffalo, NY 14202

Applications for Judicial Branch Federal Employment (AO 78) may be obtained from the Clerk's Office at the address above or at the Court's web-site at [www.nywb.uscourts.gov](http://www.nywb.uscourts.gov). The United States Bankruptcy Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Only qualified applicants will be considered for this position. Travel expenses for interview or relocation expenses will not be paid. Applicants selected for interviews must travel at their own expense. Applicants selected for interviews will be required to provide copies of educational degrees, certifications, references and salary history. Applicants must be U.S. Citizens or eligible to work in the United States.

This position is classified as a "Sensitive" position. The selected candidate for this position is subject to a background check and a credit check as a condition of employment.

This position is classified as a "High-sensitive" position. The selected candidate for this position, as a condition of employment, must successfully complete a ten-year background investigation and every five years thereafter will be subject to an updated investigation similar to the initial background investigation.

All employees of the U.S. Bankruptcy Court are EXCEPTED SERVICE appointments. Excepted Service appointments are "at will," and as such, can be terminated with or without cause by the Court. The selected applicant must satisfactorily complete a one year probationary period. Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

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*The U.S. Bankruptcy Court for the Western District of New York is an Equal Opportunity Employer.*