



**UNITED STATES BANKRUPTCY COURT
FOR THE CENTRAL DISTRICT OF ILLINOIS
OFFICE OF THE CLERK**

Vacancy Announcement #2014-01

Position:	Operations Manager
Posting Dates:	December 16, 2013 - January 10, 2014
Classification Level:	CL 27 starting from \$45,928 - \$74,628 commensurate with experience and qualifications, with growth <i>potential</i> to CL 29 \$106,399
Location:	Peoria, Illinois

The U.S. Bankruptcy Court for the Central District of Illinois has an opening for an Operations Manager. The incumbent reports directly to the Clerk of Court. You will join a court team that is carefully selected, highly trained and professional. We are seeking a highly qualified individual who is willing to meet the challenges of public service and support the court's mission; a self-motivated leader with a professional and friendly attitude. The position is responsible for the management of daily operations and the supervision of case management staff in the divisional office in Peoria, Illinois. This position is perfect for a career professional looking to grow with a great Federal court.

REPRESENTATIVE DUTIES:

- Supervises a team of 6 consisting of Case Managers and Courtroom Deputies who are responsible for 1) providing exemplary customer service; 2) managing the progression of bankruptcy cases from opening to final disposition, in accordance with standardized docketing procedures, financial operations, and internal controls and 3) oversees courtroom coverage and responsibilities.
- Provides leadership and fosters a sense of team work through instructing, coaching and developing staff. Mentors staff to foster professional growth and a positive working team.
- Communicates regularly with the Bankruptcy Judge, the Clerk of Court and the Chief Deputy Clerk. As a member of the management team, works closely with the Clerk of Court, Chief Deputy and other divisional managers in creating and realizing short term and long term goals for the district.
- Responsible for coordinating all activities involving courtroom coverage and related matters. Serves as a back-up to the Courtroom Deputies as required.
- Analyzes the operational processes of the Case Management/Electronic Case Filing system and makes recommendations for improvements and implementation.
- Serves as the court's custodial officer and oversees records maintenance, inventory and monitors compliance with court standards and internal controls.
- Administers personnel matters, evaluates staff and recommends personnel actions, including disciplinary actions when necessary; participates in the selection process of candidates for vacant positions.

COURT PREFERRED SKILLS:

- The ability to demonstrate leadership that meets commitments, works independently and accepts accountability.
- Exceptional project management skills with the ability to manage multiple project goals and prioritize information without compromising the quality of work.
- A proactive leader that adapts to change, seeks out opportunities to build strengths and possesses the adaptability to adjust to the court's changing needs.
- Provides excellent customer service to internal/external customers of the court with the ability to communicate effectively both verbally and in writing.

QUALIFICATIONS:

- A minimum of three years of progressively responsible and specialized experience that is in, or closely related to, the work of the position and has provided particular knowledge, skills and abilities to successfully perform the duties of the position (analyzing, evaluating, recommending courses of action and skill in dealing with others).
- A bachelor's degree from an accredited college or university is preferred. Educational substitutions may be made for some experience requirements.
- Experience in a bankruptcy court and knowledge of the Case Management/Electronic Case Filing (CM/ECF) system is strongly preferred.

CONDITION OF EMPLOYMENT:

Applicants must be U.S. citizens or eligible to work in the United States. A background investigation including fingerprint and criminal record checks will be conducted. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Retention depends on a favorable suitability determination. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment.

BENEFITS:

This is a full-time, permanent position with benefits including:

- 10 paid holidays per year
- 13 days paid vacation for the first three years of full-time employment. Thereafter, 20 to 26 days per year dependent upon length of federal service
- 13 days of paid sick leave per year (unlimited accumulation)
- Choice of a variety of employer-subsidized federal health and life insurance plans
- Mandatory participation in the Federal Employees Retirement System
- Optional participation in the Thrift Savings Plan
- Optional Long-term disability and long-term care insurance
- Optional participation in The Flexible Benefit and Commuter Benefit Programs

HOW TO APPLY:

Qualified candidates should submit an AO78 (Standard Application Form) available on-line at www.ilcb.uscourts.gov, a cover letter, a detailed resume which includes all applicable education, professional and training experience, college transcripts, three professional references, copies of two recent performance evaluations and the answers to the following questions:

1. What leadership role have you demonstrated in the past? How would you describe your leadership style?

Any materials not submitted may disqualify an applicant for further consideration. All application materials should be sent in an envelope marked "Confidential" to:

U.S. Bankruptcy Court -ILC
Attn: Human Resources - Announcement #2014-01
226 U.S. Courthouse - 600 E. Monroe Street
Springfield, IL 62701

Only qualified applicants will be considered for this position. If selected for an interview, participation in the interview process in Springfield, Illinois will be at the applicant's own expense. Management may close this announcement at any time. It is therefore recommended that applications be submitted as soon as possible. Due to the expected high volume of applicants for this position, the court will only communicate with those qualified applicants who are selected to interview.

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER