

**UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF TEXAS**



Vacancy Announcement #21-06

Division Manager

Fort Worth, Texas

Closing Date: Open Until Filled

Salary: \$79,432– \$152,594 (CL 29 - CL 30)*

*The classification level and salary for this position will be based upon experience and education in accordance with the Court Personnel System of the U.S. Courts.

POSITION OVERVIEW:

The Division Manager is responsible for the day-to-day operation and administration of the Fort Worth divisional office, provides leadership and direction to employees, and ensures the timeliness, quality, and quantity of work product. The Fort Worth divisional office provides support for two United States Bankruptcy Judges and their chambers staff. The Division Manager serves as liaison between the Bankruptcy Clerk's Office and the judges, the public, other government agencies, and vendors in matters affecting the Fort Worth divisional office. The Division Manager works closely with the Clerk's Office leadership team in identifying and implementing best practices for Fort Worth and other divisions in the district. The Fort Worth Division Manager reports to the Chief Deputy.

REPRESENTATIVE DUTIES:

- Oversees all functions of the Fort Worth divisional office and supervises personnel involved in divisional office operations ensuring the timely and accurate planning, scheduling, and completion of work. Mentors staff and structures and assigns the workload to utilize staff most effectively and efficiently.
- Evaluates procedures for both the division and the district as a whole and identifies ways to improve both the quality and quantity of work.
- In collaboration with systems staff, designs and prepares statistical reports. Compiles and analyzes information obtained in such reports to streamline work processes, gauge success of work initiatives, and develop and measure performance standards.
- Assigns and explains work requirements for new or changed rules, policies, practices, or procedures and ensures adequate training is provided as needed.
- Works closely with other court management on information technology, space and facilities, training, and human resources matters impacting the divisional office.

- Ensures compliance with internal controls and operating procedures and is responsible for policy implementation and monitoring, long-range planning, staff training, and development.
- Serves as the liaison between the Fort Worth divisional office and the Fort Worth judges and chambers staff, District Court, Marshal's Office, CSOs, GSA, and case trustees, as well as attorneys and other members of the public.
- Evaluates performance and counsels employees in the Fort Worth Division, including making recommendations on personnel actions such as selections, promotions, reassignments, disciplinary actions, and separations.
- Serves as a member of the senior management team, recommending, establishing, and implementing both long-term and short-term strategic initiatives for the Clerk's Office.

QUALIFICATIONS:

- To qualify for the position of Division Manager, the candidate must have excellent leadership and human relations skills and the ability to exercise mature judgment.
- A minimum of three years of progressively responsible managerial experience with substantial senior management responsibilities, which provided an opportunity to study, practice, and implement the concepts, principles, and theories of management.
- Must be able to accurately analyze organizational needs, make recommendations for improvements, implement new policies and procedures, and understand and effectively use automated systems.
- The ability to effectively communicate, both orally and in writing, is essential. The Division Manager must be able to work under strict deadlines and to effectively coach, develop, direct, and manage a skilled, service-oriented team.
- A bachelor's degree from an accredited college or university is preferred. A graduate degree in public administration, business administration, or court administration is desired.

BENEFITS:

Court employees are not included in the government's civil service classification. They are, however, entitled to the same benefits as other federal employees, including up to 13 days of paid annual leave per year for the first three years, thereafter up to 26 days per year, 10 federal holidays, participation in the Federal Employees Retirement System with a percent of contributions matched, choice of health benefit plan from several options, life insurance, and periodic salary increases. This position is subject to mandatory electronic funds transfer for salary payments.

OTHER:

Employees of the U.S. Bankruptcy Court for the Northern District of Texas are excepted service appointments. Employees are considered at will and are not covered by federal civil service classifications or regulations. The applicant must be a United States citizen or provide documentation proving eligibility to work in the U.S. Immigration law requires public employers to hire individuals who are lawful permanent residents (i.e., green card holder) seeking U.S. citizenship.

Due to the high volume of applicants received, the Court will only communicate with applicants who will be considered for interviews. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

APPLICATION PROCESS:

Qualified applicants may submit a **resume, cover letter, and salary history** to:

Human Resources - #21-06

United States District Clerk's Office
1100 Commerce Street, # 1452
Dallas, TX 75242

Email: humanresources@txnd.uscourts.gov

The selected candidate will be subject to a criminal history and financial background investigations by law enforcement agencies, which include FBI fingerprinting as a condition of employment. The applicant must be a United States citizen or a lawful permanent resident (i.e., green card holder) who is seeking citizenship. Retention depends upon a favorable suitability determination.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. The U.S. Bankruptcy Court requires employees to adhere to a Code of Ethics and Conduct. **This court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative.** The decision on granting reasonable accommodations will be made on a case-by-case basis.

The United States Bankruptcy Court is an Equal Opportunity Employer.