

CAREER OPPORTUNITY
United States Bankruptcy Court
Eastern and Western Districts of Arkansas

Position: Chief Deputy Clerk (Type II)
Location: 300 West Second Street, Little Rock, Arkansas
Starting Salary: \$171,795 (JSP 16) Some applicants may qualify for a higher salary
Closing Date: Open until filled; to ensure consideration, submit resume by May 5, 2025

The Clerk's Office of the U.S. Bankruptcy Court for the Eastern and Western Districts of Arkansas is seeking qualified applicants for the position of Chief Deputy Clerk located in Little Rock, Arkansas. This position is a senior-level management position that reports directly to the Clerk of Court. The Clerk's staff of 18, which includes a divisional office in Fayetteville, supports 3 Bankruptcy Judges and their chambers. The court serves the entire state of Arkansas.

Position Summary:

Under the direction of the Clerk, the Chief Deputy Clerk's primary responsibility is leading and supervising the court's Operations Department. This includes coaching, mentoring, providing feedback and guidance, facilitating communication, and fostering teamwork within the department. The Chief Deputy Clerk oversees the daily activities of the Case Administrators and the Data Quality Analyst, ensuring the timely and accurate planning, scheduling, and completion of work. The incumbent analyzes the quality and quantity of work, recommends corrective actions, and consults with and makes recommendations to the Clerk and Judges on various operations matters.

In addition, the Chief Deputy Clerk assists the Clerk with the administrative duties and activities of the Clerk's Office including but not limited to the following areas: statistical analysis and reporting, budget and finance, space and facilities, human resources, information technology, internal controls, property and procurement, emergency preparedness, and training. The incumbent assists the Clerk with the development, implementation, and refinement of procedures to enhance the productivity and effectiveness of the Clerk's Office; organizational and strategic planning; operation and functionality of the court's electronic case management system; application of the Guide to Judiciary Policy, the Bankruptcy Code, Federal Rules of Bankruptcy Procedure, and Local Rules; and preparation of special studies and narrative reports. Occasional travel is required.

Qualifications:

Qualified applicants must possess a minimum of six (6) years progressively responsible experience in administrative, supervisory, managerial, or professional work in public service or business that provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of management. At least three of the six years of experience must have been in a position of substantial management responsibility. Some educational substitutions may apply. A bachelor's degree from an accredited college or university is required. Completion of a post-

graduate degree in such fields as public, business, or court administration is preferred. A Juris Doctor (JD) is highly preferred.

Applicants must demonstrate the leadership, analytical, and interpersonal skills necessary to successfully manage a complex organization. Familiarity with automated case management systems, knowledge of sound financial controls and policies, proven project management skills, and ability to lead with integrity, respect, and inclusiveness are desired. Management in a court or legal environment is preferred.

In-depth working knowledge of the bankruptcy court system is highly desired, as the Chief Deputy receives numerous operations inquiries regarding the proper procedures for handling various legal pleadings and documents. The successful applicant should also have experience in applying technology to improve business practices; excellent organizational, written, and verbal skills; a professional demeanor and mature judgment; and the ability to provide innovative solutions to workplace problems and balance the demands of varying workloads.

Benefits Include:

Paid annual and sick leave; 11 paid holidays; retirement benefits under the Federal Employees Retirement System (FERS); Thrift Savings Plan (401K styled) with employer matching contributions; health benefits under the Federal Employees Health Benefits Program (FEHB); supplemental dental and vision benefits under the Federal Employees Vision and Dental Plan (FEDVIP); life insurance benefits under the Federal Employees Group Life Insurance Program (FEGLI); and flexible benefits program for health care reimbursement and childcare reimbursement. Detailed information on benefits and compensation may be found at [Benefits | United States Courts \(uscourts.gov\)](https://www.uscourts.gov/benefits)

Application Requirements:

Interested applicants should submit a resume detailing education and work experience, two references, and a cover letter indicating the position applied for and how applicant's education and/or work experience relate to the duties and responsibilities of the position, and a completed Application for Judicial Branch Federal Employment, Form AO-78

[Application for Judicial Branch Federal Employment | United States Courts \(uscourts.gov\)](https://www.uscourts.gov/application-for-judicial-branch-federal-employment) Only applications with all required documents will be considered. Applications should be sent to:

By mail to: Human Resources, #25 -J02
U. S. Bankruptcy Court
300 W. 2nd Street
Little Rock, AR 72201

Or by e-mail to: [Tammi Pennington@areb.uscourts.gov](mailto:Tammi.Pennington@areb.uscourts.gov)

**** This Court is an Equal Opportunity Employer****

April 21, 2025