

United States Bankruptcy Court Northern District of Alabama

VACANCY ANNOUNCEMENT

18-04

Position Title: Generalist Supervisor

Term: Full Time Permanent

Location: Tuscaloosa, AL/Western Division

Opening Date: April 24, 2018

Closing Date: Open until filled with preference given to applications submitted by May 8, 2018

Salary Range: CL 26 \$44,562 - \$72,458
CL 27 \$48,951- \$79,617
CL 28 \$58,700 - \$95,388
CL 29 \$69,780 - \$113,459

The classification level (CL) is based upon experience and education. Promotion potential to the next CL without further competition.

Position Overview

The United States Bankruptcy Court for the Northern District of Alabama is accepting applications for a Generalist Supervisor position for the Western Division located in Tuscaloosa, Alabama. This position reports to the Operations Manager and is part of the Clerk's office staff.

The Generalist Supervisor performs supervisory work related to the full range of court operational duties and primarily directs staff and ensures compliance with the appropriate guidelines, policies, and internal controls. The incumbent serves as a first-line supervisor over one or more areas of court operations (e.g. case administration, courtroom deputy, etc.).

Duties and Responsibilities

Supervise employees involved in operational activities, including assigning and reviewing work, evaluating performance, and recommending disciplinary actions. Develop and conduct employee performance evaluations. Assist in developing work standards. Supervise, delegate, and prioritize workload. Implement staff procedures and conduct staff meetings. Oversee office functions. Identify issues and resolve disputes. Maintain accurate documentation, statistics, and employee records. Train staff on policies, procedures, and internal controls. Make recommendations regarding employee appointments, promotions, and separations.

Supervise court operations. Coordinate and communicate office procedures with clerk, chief deputy clerk, operations manager, supervisors, judges, and chambers staff. Assist with the court's emergency planning and preparedness, including testing.

Oversee receipt and review of incoming documents for conformity with federal and local rules. Maintain and monitor deposits of monies received, along with applicable financial reports. Monitor data quality assurance activities. Guide staff involved in maintaining dictionaries for automated case management

systems and troubleshooting problems with automated case management systems. Arrange for or provide CM/ECF employee training and test and evaluate new case processing versions. Assist attorneys and their staff with electronic documentation filing.

Oversee records and mail management activities.

Communicate and respond to management requests regarding operations. Answer procedural questions for judges, staff, and the public. Provide customer service and resolve difficulties while complying with regulations, rules, and procedures. Abide by the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Demonstrate sound ethics and judgment at all times. Handle confidential and sensitive information appropriately.

May perform case administration duties and/or provide training or assistance to employees performing case administration duties, and administrative tasks such as financial transactions.

Other duties as assigned.

Competencies (Knowledge, Skills, and Abilities)

Knowledge and understanding of the policies and procedures of the court, including the individual preferences of the judge(s).

Demonstrated knowledge of federal and local rules and court operational procedures. Exhibit knowledge of reporting requirements to the Administrative Office. Understand all aspects of the case administration process. Display knowledge of process redesign and skill in evaluating and implementing potential process improvements. Display skill in leading a team of employees in implementing new ideas and better work procedures.

Display an ability to effectively represent the operations department among work groups and between the court and external organizations. Demonstrate proficiency in problem solving, trouble shooting, and identifying alternative solutions. Display the ability to make timely and effective decisions.

Apply knowledge of supervisory and employee management principles. Display performance management skills through assessing and documenting employees' performance against established goals and objectives within a specific rating period. Display an understanding of applicable employee rights, protections, and avenues of appeal. Use mediation and problem solving skills when managing conflicts in the workplace.

Demonstrate skill in the use of automated equipment, including word processing and spreadsheet applications, requisite court computer programs, automated case management systems, financial records management systems, human resources systems, and related databases and applications.

Qualifications

Candidates must be a high school graduate or equivalent and a U.S. citizen or eligible to work in the United States. Working knowledge of applicable procedural rules and case management as well as proficiency in the use of CM/ECF, automated calendaring, CSI, CM Assist, docketing procedures, Word and WordPerfect is highly preferred. Candidates must possess excellent organizational and analytical skills, in addition, to being mature, responsible, tactful, capable of exercising sound initiative, able to work harmoniously with others in a team-oriented environment, able to communicate effectively, and able to handle multiple demands.

Classification Level	Qualifications
CL 26	A minimum of one year of specialized experience (equivalent to a CL 25).
CL 27	A minimum of two years of specialized experience (with one equivalent year to a CL 26).
CL 28	A minimum of two years of specialized experience (with one year equivalent to a CL 27).

Specialized experience is defined as progressively responsible administrative, technical, professional, supervisory or managerial experience which provided an opportunity to gain:

- Skill in developing the interpersonal work relationships needed to lead a team of employees,
- The ability to exercise mature judgment, and
- Knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to Bankruptcy. Excess specialized experience may be substituted for required general experience.

Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience.

Education may not be substituted for specialized experience because operational court support positions require hands-on experience to be credited as specialized experience.

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 thirteen days of paid annual leave per year for the first three years, thereafter up to twenty-six days per year, ten federal holidays, participation in the Federal Employees Retirement System with a percentage of contributions matched, choice of health benefit plans, life insurance, and periodic salary increases dependent upon budget constraints and Congressional actions.

Information for Applicants

The selected candidate will be subject to a background check and subsequent favorable suitability determination as a condition of employment. Employment for the duration of the appointment is "at will". The U.S. Bankruptcy Court requires employees to adhere to a Code of Ethics and Conduct. A knowledge, skills, and abilities assessment may be required of applicants.

Work is performed in an office setting and some travel is required.

How to Apply

Interested applicants should submit the following:

1. A cover letter
2. A detailed resume
3. Three professional references (name and telephone number)
4. A completed [Federal Judicial Branch Application for Employment \(Form AO 78\)](#) located on the <http://www.uscourts.gov> website

When submitting your application material, combine all documents into **one PDF** document, enter Vacancy 18-04 Generalist Supervisor on the subject line, and email material to resumes@alnb.uscourts.gov.

Due to the volume of applications, the Court will only communicate with those candidates who will be interviewed.

Candidates selected for an interview must travel at their own expense and relocation expenses will not be reimbursed.

Employees are required to use electronic fund transfer (EFT) for payroll direct deposit.

The Court reserves the right to modify the conditions of this announcement, withdraw the announcement, or to fill the position sooner than the closing date without prior notice.

The Court is an Equal Employment Opportunity Employer.