



UNITED STATES BANKRUPTCY COURT

SOUTHERN DISTRICT OF ALABAMA

Mobile, Alabama

JOB ANNOUNCEMENT NUMBER: 2018-02

Position: Operations Supervisor

Opening Date: May 7, 2018

Closing Date: Open Until Filled. To ensure consideration, apply by May 21, 2018

Starting Salary: CL 27 (Step 1-25) \$48,951 - \$61,218

**POSITION OVERVIEW:** The United States Bankruptcy Court for the Southern District of Alabama is accepting applications for the position of Operations Supervisor. This position reports to the Chief Deputy Clerk II. This position is located in the Operations Division of the Clerk's Office of the U.S. Bankruptcy Court in Mobile, AL.

**DUTIES AND RESPONSIBILITIES:** The Operations Supervisor performs supervisory work related to the full range of court operational duties. The incumbent serves as a first-line supervisor over one or more areas of court operations (e.g. case administration, records/mail management, intake, and electronic court recording operator calendar). The Operations Supervisor primarily directs staff and ensures compliance with the appropriate guidelines, policies, and internal controls.

- Supervise employees involved in operational activities, including assigning and reviewing work, evaluating performance, and recommending disciplinary actions. Approve leave, schedule courtroom and intake duty coverage. Develop and conduct employee performance evaluations. Assist in developing work standards. Supervise, delegate, and prioritize workload. Implement staff procedures and conduct weekly staff meetings. Oversee office functions. Identify issues and resolve disputes. Maintain accurate documentation and employee records. Train staff on policies, procedures, and internal controls. Make recommendations regarding employee appointments, promotions, and separations.
- Supervise court operations. Coordinate and discuss recommendations for new or modified office procedures with chief deputy. Communicate approved changes with staff. Assist the court's COOP Coordinator with the court's emergency planning and preparedness program, including testing.
- Oversee receipt and review of incoming documents for conformity with federal and local rules. Oversee and monitor deposits of monies received, along with applicable financial reports.
- Monitor data quality assurance activities, including case opening and closing. Make recommendations to staff involved in maintaining the CM/ECF dictionary for automated case management systems and trouble-shooting problems with automated case management systems. Arrange for CM/ECF employee training and assist with testing and evaluating 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 good judgment at all times. Handle confidential and sensitive information appropriately.
- Ensure that staff complete the required 20 hours of training each year including mandatory training regarding ethics, code of conduct, and government stewardship.

### **REQUIRED QUALIFICATIONS:**

- High school diploma or equivalent,
- Excellent verbal and written communication, analytical, organizational and interpersonal skills;
- Accuracy and attention to detail.
- Strong customer service and team orientation;
- Tact, good judgment, initiative and a professional demeanor;
- Ability to manage multiple tasks and priorities.

### **PREFERRED QUALIFICATIONS**

- At least one year of specialist experience equivalent to a CL 26;
- Prior experience supervising or leading teams;
- Previous federal court operations experience;
- A college degree from an accredited university or equivalent experience;
- Knowledge of applicable procedural rules and local policies;
- Familiarity with the Federal Rules of Procedure;
- Thorough knowledge of CM/ECF and its functionality and procedures;
- Familiarity with CMA;
- Experience with HRMIS Leave Tracking.

### **TO APPLY:**

To apply for this position, please submit the following items:

- 1) a letter of interest
- 2) a chronological resume,
- 3) Federal Judicial Branch Application for Employment AO78, and
- 4) pdf of the completed package.

AO78 Form Link: [www.uscourts.gov/forms/AO078.pdf](http://www.uscourts.gov/forms/AO078.pdf)

The application packet may be mailed or hand delivered to: **U. S. Bankruptcy Court, Southern District of Alabama, Human Resources - Announcement # 2018-02, 201 St. Louis Street, Mobile, AL 36602.**

Or, they can be sent as a PDF, via email, to: [cheryl\\_watkins@alsp.uscourts.gov](mailto:cheryl_watkins@alsp.uscourts.gov)