

**UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF OHIO**

**Vacancy Announcement
Announcement Number: 2018-6**

Position Title: Operations Manager
Position Type: Full-Time, Permanent
Location: Cincinnati, Columbus, or Dayton, Ohio
Salary Range: CL 29 (\$71,438 - \$117,885) or
CL 30 (\$84,437 - \$139,277)
(based upon qualifications and location)
Opening Date: June 1, 2018
Closing Date: Open until filled (with preference given to applications
received by June 29, 2018)

POSITION OVERVIEW

The Operations Manager is a senior level employee who serves as a member of the court's management team. This person performs professional and managerial work related to all aspects of the court's operational functions, including supervision and oversight, project management, quality control, training, data collection, and statistical analysis. The position reports to the Chief Deputy. Occasional travel to all three court locations and training conferences is required.

REPRESENTATIVE DUTIES

- Develops and implements clear and thorough operational policies and procedures.
- Develops operational practices to satisfy court unit needs, including adaptations to national procedures, adaptations of other courts' procedures, and/or the creation of locally developed procedures.
- Manages the court's Case Management/Electronic Case Filing system (CM/ECF).
- Establishes procedures and coordinates national and local initiatives impacting CM/ECF, including changes to bankruptcy rules.
- Provides oversight and guidance to staff involved in general operations, case management data-entry, case opening and closing, quality control, and dictionary maintenance.
- Manages the court's CM/ECF Analysts and oversees quality control of operations.
- Provides insight and makes recommendations regarding CM/ECF and the impact CM/ECF may have on court operations.
- Coordinates and communicates CM/ECF and other operational procedures with management, judges, chambers staff and IT staff.
- Uses statistical reports to monitor the management of cases and take appropriate action.
- Researches and analyzes data and prepares comprehensive reports and presentations.
- Documents procedures and processes for others to carry out (e.g., creates flowcharts and job aids).

- Ensures that staff receive effective operational training, including initial training and refresher training.
- Ensures all necessary, operational statistical reports are timely submitted to the Administrative Office of the United States Courts.
- Conducts an annual reconciliation of statistical data between the local CM/ECF database and the Administrative Office data.
- Serves as an engaged and productive member of the court unit's management team.

REQUIRED QUALIFICATIONS

To qualify for this position, an individual must possess:

(1) At least three years of progressively responsible administrative, technical, professional, supervisory or managerial experience that 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
- Thorough knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the judiciary unit involved; and

(2) At least one year of experience at or equivalent to the next level below the level of the position for which the person is being considered.

PREFERRED QUALIFICATIONS

- Federal court experience
- Strong working knowledge of the United States Bankruptcy Code and Federal Rules of Bankruptcy Procedure
- Working knowledge of Bankruptcy Court processes
- Experience with the federal judiciary's Case Management/Electronic Case Filing system
- A bachelor's degree, or higher, from an accredited college or university
- A Juris Doctor degree
- Strong analytical, organizational, interpersonal, communication, and project management skills

BENEFITS

Benefits include:

- Paid vacation and sick leave
- Ten (10) paid holidays
- Retirement benefits under the Federal Employees Retirement System
- Optional participation in the Federal Employee's Health Benefits Program
- Optional participation in the Federal Employees Vision and Dental Insurance Program
- Optional participation in the Federal Employee's Group Life Insurance Program
- Optional participation in the pre-tax flexible spending accounts program, including Health Care Reimbursement Account, Dependent Care Reimbursement Account

- Optional participation in the Thrift Savings Plan (pre-tax and/or after-tax retirement savings plan), including matching dollar for dollar for the first 3% contributed and 50 cents on the dollar for the next 2% contributed
- Optional participation in the Judiciary's Long Term Care Insurance program
- Employee Assistance Program (wellness program)
- Virtual Learning, including the Judicial Online University
- Public Service Loan Forgiveness Program

CONDITIONS OF EMPLOYMENT

Applicant must be a U.S. citizen or eligible to work in the United States.

The selected candidate will be subject to a background check as a condition of employment. Employment will be considered provisional until the background check is completed.

Employees must adhere to the Code of Conduct for Judicial Employees.

This position is subject to mandatory EFT (Electronic Funds Transfer) participation for payment of net pay.

ADDITIONAL INFORMATION

The court is a part of the Judicial Branch of the United States Government.

Employees of the court serve under "Excepted Appointment" and are considered "At-Will" employees.

Applicants to be interviewed may be asked to provide a list of references.

Applicants selected for interview must travel at their own expense.

Only those applicants selected for interviews will be contacted.

Only those applicants interviewed will be notified of the selection outcome.

The court is not authorized to reimburse the successful candidate for relocation expenses.

The court has the right to modify the conditions of this vacancy announcement, or withdraw this announcement, either of which may occur without prior written or other notice.

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER.

HOW TO APPLY

Applicants must email the following in a single PDF document:

- Cover Letter

- Resume
- Form AO 78 Federal Judicial Branch Application for Employment (located on the court's website at <https://www.ohsb.uscourts.gov/job-vacancies-and-employment-application>)

Email the single PDF document to: OHSB_HR@ohsb.uscourts.gov.

Please refer to announcement #2018-6 in the subject line of your email transmittal.