



United States Bankruptcy Court Southern District of Florida



Clerk of Court, Joseph Falzone

Chief Deputy Clerk, Cameron A. Cradic

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| Position: | Operations Supervisor |
| Vacancy Announcement: | 2025-05 |
| Salary Range: | \$62,977 - \$122,703.00 (<i>base salary, commensurate with qualifications</i>) |
| Open Date: | July 22, 2025 |
| Closing Date: | Open Until Filled |
| Duty Station: | West Palm Beach, Florida |

POSITION OVERVIEW:

The Divisional Office Supervisor is in the West Palm Divisional Office and reports to the Chief Deputy Clerk. The incumbent will supervise employees; promote a positive and cohesive work environment; perform, assign, and review case management duties; evaluate staff performance and recommend various action plans; create and/or implement staff training; learn new technologies and protocols that advance court operations; assist with financial collections/deposits; coordinate local procurement and needs of facilities; draft written procedural materials; and serve as a resource to judges, upper management, staff, and external stakeholders. The position works with other departments to develop and implement district-wide procedures and practices.

- Supervise day-to-day duties, which include, but are not limited to, the following:
- Establish and adjust work assignments, schedules, priorities, and deadlines to ensure timely and accurate completion of work;
- Evaluate procedures and identify ways to improve the quality and effectiveness of the work performed in the section;
- Develop, implement, and monitor procedures and policies for process improvement;
- Analyze workload and personnel trends to develop short and long-term plans that meet current and future organizational needs.
- Collaborate regularly with other divisional leaders to promote and ensure consistency in operations.
- Maintain thorough knowledge of court policies, procedures, guidelines, and rules, and ensure staff compliance;
- Conduct regular staff meetings and communicate the policies, procedures, and management objectives to staff;
- Assure equity among staff in terms of performance standards, rating techniques, work performed, and promote conditions that enhance morale and engaging work experiences;
- Adhere to the court's Performance Management Plan by coaching staff, appraising and rewarding performance, and guiding staff so that they reach their professional goals;
- Effectively address employee concerns, grievances, and other employee relations matters;
- Participate in the recruitment, selection, and training of new personnel;
- Work with the Information Technology department to develop modifications to the CM/ECF database and to utilize other technologies that improve service to internal and external stakeholders and the public. Perform other duties as assigned.

QUALIFICATIONS:

Candidates must possess a minimum of three years of skillful work experience that includes:

- Three years of progressively responsible administrative, technical, and professional experience in a fast-paced environment; simultaneously handling multiple projects and resolving issues; balancing a workload while meeting deadlines; and exercising mature, professional judgment.
- Supervisor or management experience, with responsibilities for directing, monitoring, developing, and appraising direct reports.
- Excellent verbal and written communication skills and excellent organizational skills.

Preference may be given to candidates who possess a bachelor's degree in business, public, or judicial administration and who have prior federal court leadership experience.

Successful candidates should have experience with the routine use of legal terminology and be able to apply a body of complex rules, regulations, directives, and laws. The candidate should also have knowledge of federal and local rules, possess general case management knowledge (e.g., docketing in an electronic case management system such as CM/ECF, quality control, and customer service), and be technically proficient in Microsoft and Adobe suite products.

REQUIRED AND PREFERRED EXPERIENCE:

A bachelor's degree is required, preferably in management, administration, or a legal professional field. Supervisory experience is required.

DESIRABLE CHARACTERISTICS:

The successful candidate should have a history of demonstrating personal initiative, possess tact and good judgment, and maintain a professional appearance and demeanor. Specifically, the candidate must effectively interact with the public and work harmoniously with others in a team-based organization.

BENEFITS:

Employees of the U.S. Bankruptcy Court are not classified under Civil Service. Still, they are entitled to many of the same benefits as other federal government employees, including the federal employee's retirement system (FERS), Thrift Savings Plan, participation in health and life insurance programs, periodic grade and step increases, and paid holidays. More information about benefits can be found here: www.uscourts.gov/careers/benefits

Total Compensation Package – Estimate for Illustration Purposes Only

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| Sample Base Annual Salary | \$ 90,000 |
| Retirement Benefits | \$ 19,800 |
| Thrift Savings Plan (5% government contribution) | \$ 4,500 |
| Employer Paid Health and Life Insurance Premiums | \$ 4,200 |
| Commuter Reimbursement | \$ 1,283 |
| Paid Time Off (Holidays, Accrued Annual and Sick Leave) | \$ 9,000 |
| Total Compensation | \$ 128,783 |

ADDITIONAL INFORMATION:

Participation in the interview process will be at the applicant's expense, and relocation expenses are not provided. Employees of the United States Courts serve under excepted appointments and are considered at-will employees. As such, employment may be terminated by either the employer or the employee with or without cause. All court employees are at-will. Therefore, the selected candidate may be removed from this position at any time if, after reasonable on-the-job training, the selected candidate does not perform satisfactorily.

As a condition of employment, the selected candidate will be subject to an FBI background check and satisfactory adjudication by the employing office to be eligible for employment. Candidates will not be asked about their criminal history before receiving a tentative employment offer. **Candidates completing the AO-78 are not required to complete questions 18-20 regarding criminal history.** All information provided by applicants is subject to verification and background investigation. The Court will check references and current employers. Applicants are advised that false statements or omission of information on any application material may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after employment. All employees are subject to mandatory electronic direct deposit of salary payments. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, which may occur without prior written or other notice.

APPLICATION INSTRUCTIONS:

All applicants must submit the following:

- Cover letter – Address how your background, skills, and experience meet the qualifications listed.
- Narrative Statement – Write a separate narrative about one of the following topics (*do not exceed one page in length*):
 - Convey a specific contribution you have made to an employer.
 - Convey an example in which you demonstrated initiative to improve a procedure or task.
 - Outline your leadership style or attributes.
- Resume
- AO78 - Federal Judiciary Branch Application for Employment
 - **To access the Federal Judicial Branch Application for Employment (AO78), please visit the court website <https://www.flisb.uscourts.gov/employment>.**

Please submit all documents combined as a single PDF file via email to: USBCHR@flisb.uscourts.gov. The subject should read "Operations Supervisor #2025-05." Applications are not accepted via facsimile.

Only the most qualified candidates will be invited for an interview. Due to the number of applications expected, receipt of an application will not be acknowledged.

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER.