

# United States Bankruptcy Court District of Arizona



## Vacancy Announcement

Announcement Number: 09-01 TUC

Position: Divisional Manager

Location: Tucson Divisional Office

Position Type: Full-Time

Salary Range: CL 29 (\$64,307 - \$104,545) - CL 30 (75,991 - \$123,539)  
Depending upon qualifications and experience, salary history and  
\*funding availability  
\*Promotion potential to CL 31 (\$89,407 - \$145,290)

Opening Date: January 7, 2009

Closing Date: January 21, 2009

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### **Introduction:**

The U.S. Bankruptcy Court District of Arizona is presently accepting applications for the position of Divisional Manager for the Tucson and Yuma Divisional Offices. The position is located in the Tucson Divisional Office and regular travel is required to the Yuma and Phoenix Offices.

As a member of the management team, the Divisional Manager has overall responsibility for the day-to-day operation of the Tucson and Yuma Divisional Offices. The incumbent is a liaison with judges, is the building coordinator for the Walsh Courthouse and Yuma Court building, coordinates issues with GSA, the U.S. Marshals Service and the court. The Divisional Manager represents the Clerk in the District of Arizona and reports to the Clerk of Court and Chief Deputy Clerk.

### **Duties of the position include, but not limited to:**

- Manages, provides direction, conducts performance evaluations and leadership to the divisional office staff, including case administration, quality assurance, courtroom services, case intake, records management, and statistical reporting.
- Implements court policies, long-range planning, staff training and development, budget management, finance, property management.
- Demonstrates strong leadership and human relation skills, the ability to exercise sound judgement, and organizational management. Ability to work effectively with judges, chambers staff, management, the public, and members of the bar.
- Manages with limited resources in ever-changing and demanding environments, strong organizational prioritizing and problem solving skills, and exceptional oral and written

communications skills.

- Works closely with the Tucson Judges to provide administrative support as needed.
- Interprets and advises the divisional office staff on all management goals and objectives.
- Knowledge of automated systems, electronic case filing and a working knowledge of word processing and database management software.

**Qualifications:**

Minimum five years of progressively responsible court experience in administrative, technical, professional, supervisory or managerial work. Demonstrated ability to exercise mature judgement and a thorough knowledge of concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the U.S. Bankruptcy Court. The successful candidate must be able to balance varying workloads, prioritize tasks and have experience in budget management. A bachelor's degree in legal, business or public administration or in a related field is required. A law degree or master's in public administration is preferred.

**Applicant Information:**

Applications will be screened for qualifications and the best qualified applicants will be invited for a personal interview.

\*Any promotions are subject to approval by the Administrative Office of the U.S. Courts and would be effective only when funds become available.

This position is subject to mandatory electronic fund transfer (direct deposit) participation for net pay.

The start date is expected to be February, 2009.

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

This position is subject to a mandatory Office of Personnel Management background investigation and FBI fingerprint check with periodic reinvestigation.

Travel and relocation expenses can not be reimbursed.

**How to Apply:**

Submit your cover letter, resume, along with three business references to:

U.S. Bankruptcy Court  
Attention: Annette Fischer  
230 N. First Ave., Ste. 101  
Phoenix, AZ 85003-1727

(Include Announcement No. 09-01 TUC on your resume)

Applicants who applied for announcement number 08-05 TUC will automatically be considered and need not re-apply.

**Benefits Information:**

Employees of the United States Bankruptcy Court are "At-Will" employees and are *not* covered by the Office of Personnel Management's civil service classifications or regulations. They are, however, entitled to similar benefits as other federal government employees. These benefits include:

- **Annual leave** - for every two full work weeks -  
4 hours during the first three years of federal employment  
6 hours during next three years up to fifteen years of service  
8 hours for fifteen or more years of federal service.
- **Sick leave** - 4 hours for every two full work weeks.

- Optional enrollment in a **Federal Health Insurance Program, FEHPB**, with a government contribution. Health premiums are deducted as pre-tax dollars.
- Optional enrollment in a **Federal Dental And/or Vision Insurance Plan, FEDVIP**. Dental and vision premiums are deducted as pre-tax dollars.
- Optional enrollment in a **Federal Employees Group Life Insurance Program, FEGLI**, with a government contribution.
- Optional enrollment in a **Federal Employees Group Long-term Disability Insurance Program, FEDFIRST**.
- Optional enrollment in a **Flexible Benefit Program** - Pre-tax contributions into Flexible Spending Accounts: Health Care Reimbursement Account, Dependent Care Reimbursement Account and Commuter Reimbursement Account
- Optional enrollment in **Long Term Care Insurance** - available to employees and to eligible family members. A choice of two plans are offered one through the Judiciary and the second through OPM.
- For employees newly hired into the federal service, mandatory participation in the **Federal Retirement System (FERS)**, which requires a small contribution to the retirement fund. Eligible for an annuity after 5 years (at age 62) of creditable service with annuity amount dependent on age and years of service. May also be eligible for an annuity at a younger age with more years of creditable service. Full social security coverage is also provided.
- Voluntary participation (up to IRS maximum) in the **Thrift Savings Plan (TSP)** with before-tax savings and tax-deferred investment earnings. The TSP is similar to 401k plans and entitles eligible employees to a 1% automatic government contribution. Employee contributions of up to 5% are matched by the government once you are eligible.
- Ten paid **federal holidays** per year.
- Public transportation subsidy (dependent on fiscal year funding).
- **Creditable service** time in other federal agencies, or the military, will be added to judiciary employment when computing employee benefits.

**The United States Bankruptcy Court District of Arizona  
is an Equal Opportunity Employer.**