



## Notice of Vacancy

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<b>Position Title:</b>	Chief Deputy Clerk (Type II)
	Full-Time, Excepted Service
<b>Location:</b>	Portland, Maine
<b>Opening Date:</b>	January 28, 2026
<b>Closing Date:</b>	February 27, 2026
<b>Salary Range:</b>	\$142,452 – \$197,200 (JSP 14/1 – JSP 15/10) Starting grade and salary is commensurate with qualifications and experience.

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The Court is seeking an innovative executive leader to serve as our next Chief Deputy Clerk. The Chief Deputy assists in the administration of the Clerk's Office of the U.S. Bankruptcy Court for the District of Maine.

### REPRESENTATIVE DUTIES

The Chief Deputy Clerk is an executive-level management position that serves as a second-in-command to the Clerk of Court, assisting the Clerk in the supervision and management of the Portland and Bangor offices and acting on behalf of the Clerk in the Clerk's absence. This position has regular interaction with judges, high level officials of other organizations and agencies, and members of the bar and public. The incumbent reviews and analyzes organizational structure, reporting relationships, and functional assignments; assists with staff development, and change management to meet current and future needs of the office; establishes and adjusts long range schedules, priorities, and deadlines for operational and administrative services; and analyzes the quantity and quality of work and takes or recommends necessary corrective actions.

The Chief Deputy also assists the Clerk with planning, developing, and implementing office and operational policies and procedures to enhance the productivity of the organization; strategic planning in an environment of limited and decreasing resources; managing the annual budget; hiring and assigning personnel, as well as designing and managing training programs; and managing space and facilities and working with the General Services Administration (GSA).

The incumbent prepares statistical and narrative reports; makes recommendations to the clerk of court on various management matters; completes complex projects, including implementation of new local or national programs; and assists in providing leadership, management, and supervision of operational and administrative services through coaching, mentoring, training, and facilitating constructive communication.

## **QUALIFICATIONS**

Interested applicants must have a bachelor's degree from an accredited college or university and a minimum of 6 years of progressively responsible experience in professional, investigative, technical, or other responsible work which provided an opportunity to gain (a) general knowledge of management practices and processes, (b) skill in communicating with others and building strong relationships, and (c) the ability to exercise mature judgment. At least 3 of the 6 years of experience must include progressively responsible supervisory, managerial, or professional work experience.

A master's degree in business, public administration, law, management, or related field or a juris doctor (JD) degree from an accredited college or university is preferred and may be substituted for some experience requirements. Prior federal court experience, including knowledge of court operations and procedures is preferred.

The ideal candidate will possess excellent communication and interpersonal skills; demonstrate effective leadership, organizational and problem-solving skills; possess a positive work attitude; maintain a professional demeanor; and consistently demonstrate sound ethics and judgment.

## **BENEFITS**

The United States Bankruptcy Court offers a generous benefits package to full-time, permanent employees, which includes:

- Paid Federal Holidays
- Paid Vacation
- Paid Sick Leave
- Medical Insurance
- Optional – Dental and Vision Coverage
- Life Insurance
- Thrift Savings Plan with matching funds (401k & Roth 401k style)
- Participation in Federal Employees Retirement System (FERS)
- Health and Dependent Care Reimbursement Programs
- Public Transit Subsidy Program
- Employee Assistance Program, which provides free counseling, financial assistance, and basic legal services to all eligible employees

## **CONDITIONS OF EMPLOYMENT**

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

Employees of the United States Bankruptcy Court are “At Will” employees and are required to adhere to a Code of Conduct for Judicial Employees.

A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.

## **HOW TO APPLY**

Qualified candidates must submit:

- (1) a letter of interest;
- (2) a detailed resume;
- (3) contact information for 3 professional references;
- (4) the [judicial application for employment](#)—Form AO 78; and
- (5) a brief narrative that addresses the applicants: (a) management style or philosophy, vision, and values; (b) relevant strengths and demonstrated experience as they relate to the duties and responsibilities of this position; and (c) personal experiences building effective working relationships and developing teams.

Application packets should be submitted as a compiled single PDF via e-mail to [apply@meb.uscourts.gov](mailto:apply@meb.uscourts.gov) with “USBC Chief Deputy” in the subject line.

The applicants deemed most qualified will be invited to participate in a personal interview at their own expense. Relocation expenses will not be reimbursed.

Applicants scheduled for an interview should advise if a reasonable accommodation will be necessary.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, any of which actions may occur without prior written notice or other notice.

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

# TOTAL COMPENSATION STATEMENT

\* SAMPLE FOR ILLUSTRATION PURPOSES ONLY\*

\*SAMPLE BASED ON FULL-TIME STATUS\*

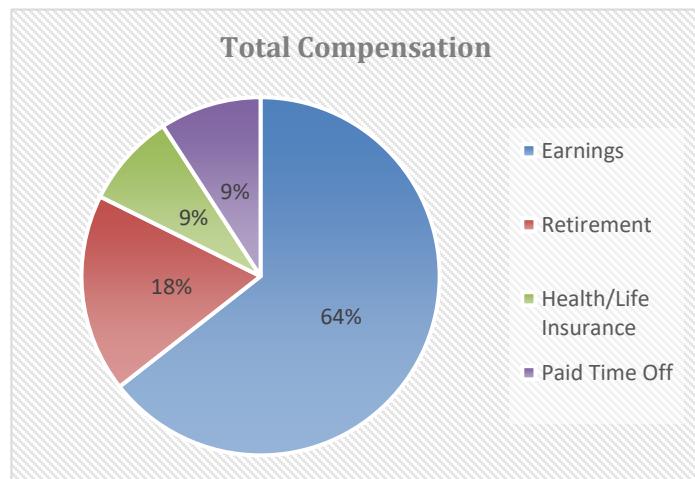
**POSITION:** Chief Deputy Clerk (Type II), Full-time  
**LOCATION:** Portland, Maine  
**STARTING LEVEL:** JSP Grade 14, Step 1  
**SALARY:** \$142,452 per Annum

The Federal Judiciary provides a generous benefit package which, in addition to salary, is an important component of total compensation. This total compensation statement illustrates the value of the Federal Judiciary benefits. Please be advised that the information is tailored to this position as above, however some of the individual benefit values may vary based on your benefit choices.

**ANNUAL SALARY** \$142,452

Retirement Benefits	\$39,601.66
Health/Life Insurance	\$18,772.12
Paid Time Off	\$20,272.02

**TOTAL EMPLOYER CONTRIBUTIONS \$78,645.80**



*Employer contributions represent 35.57 % of total compensation*

**TOTAL COMPENSATION \$221,097.80**

## EMPLOYER CONTRIBUTIONS

### Retirement Benefits

❖ Retirement - Basic Benefit (FERS)	16.6 – 18.4% of basic pay for FY25, varies by type of FERS employee (FERS, FERS RAE or FERS FRAE)
❖ Thrift Savings Plan - Automatic Contribution	1% of Basic Pay for FERS employees
❖ Thrift Savings Plan - Employee Matching	Up to an additional 4% of Basic Pay <i>Judiciary matches dollar for dollar for the first 3%, then 50 cents for every dollar contributed after that, up to 5%</i>
❖ Social Security	6.2% of earnings up to SS Wage Base

❖ Health /Life Insurance

- ❖ Health Insurance – FEHB
- ❖ Life Insurance - FEGLI BASIC option

Approximately 72% of FEHB Premium

\$.075 per every \$1,000 of insurance

**Paid Time Off**

- ❖ Sick Leave
- ❖ Annual Leave
- ❖ Paid Holidays

4 hours per pay period = 104 hours per year

4 – 8 hours per pay period based on length of service

*0–3 years = 104 hours/year*

*3–15 years = 160 hours/year*

*15+ years = 208 hours/year*

11 federal holidays

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## ADDITIONAL BENEFITS

- ❖ Dental Insurance, *premiums paid on a pre-tax basis*
- ❖ Vision Insurance, *premiums paid on a pre-tax basis*
- ❖ Flexible Spending Accounts, *contributions paid on a pre-tax basis*
- ❖ Workplace flexibilities: *occasional Telework, flexible workschedules*
- ❖ Paid Parental Leave, *12 weeks*
- ❖ Employee Recognition Program
- ❖ Professional Education and Training
- ❖ Benefit and Retirement counseling and training
- ❖ Paid Parking
- ❖ Employee Assistance Program (EAP)