



**United States Bankruptcy Court  
Western District of Louisiana  
Vacancy Announcement #2025-03**

**Position Title:** Divisional Deputy  
**Opening Date:** February 27, 2025  
**Closing Date:** Open until filled (**Preference given to applications received by March 31, 2025**)  
**Duty Stations:** Lafayette, LA  
**Salary Range:** CL 26 – CL 28 (\$53,839 – \$115,213)

***\*Salary is based on qualifications and work experience. This position has promotion potential without further competition.***

The United States Bankruptcy Court for the Western District of Louisiana is accepting applications for a full-time Divisional Deputy to oversee the Lafayette Divisional Office.

This position is located in the Lafayette Clerk's Office of the United States Bankruptcy Court. The Divisional Deputy functions as office manager, providing administrative support for Operations, Space and Facilities, Human Resources, Information Technology and General Office Administration. The Divisional Deputy is a resource for support staff on administrative or operational matters and coordinates functional activities under the direction of the Operations Manager. The Divisional Deputy works closely with the Operations Manager in identifying, implementing, and assessing best office practices, policies, and procedures for operations district-wide. This position will assist with defining and creating long- and short-term goals regarding the efficient functioning of the cross-district training of offices and the implementation and monitoring of strategic plans to accomplish goals.

**Position Overview:**

- The Divisional Deputy primarily directs staff and ensures compliance with the appropriate guidelines, policies, and internal controls. The Divisional Deputy performs various functions and is responsible for maintaining and processing case information in the Court's Case Management Electronic Case Filing (CM/ECF) system in accordance with the internal controls, procedures, and rules. The successful candidate serves as a supervisor over employees and performs case administrative activities. The Divisional Deputy conducts training, assigns and oversees employees' work, conducts performance reviews, ensures unit coverage and manages time and attendance. The Divisional Deputy assists the judges, bar, governmental agencies and the public. The Divisional Deputy will assist the Operations Manager with troubleshooting, researching, and making appropriate changes to the CM/ECF system, as well as helping coordinate and implement new functionality and act as a resource for district-wide CM/ECF issues and answering technical questions regarding procedures and policies.

**Representative Duties:**

- Supervises employees involved in operational activities, including assigning and reviewing work, evaluating performance, and recommending disciplinary actions. Assists in developing work standards.
- Supervises, delegates, and prioritizes workload. Implements staff procedures and ensures compliance with internal controls policies.
- Makes recommendations regarding employee appointments, promotions, and separations.
- Oversees all functional components of the divisional Clerk's Office.
- Oversees the receipt and review of incoming documents for conformity with federal and local rules. Monitors document processing and quality assurance activities.
- Assists the Operations Manager with evaluating and overseeing the testing of CM/ECF updates, as well as coordinating and participating in the testing of new operational procedures and/or major system enhancements and updating and creating CM/ECF dictionary events.
- Assists the Operations Manager in leading, developing and mentoring employees, including assigning and establishing standards for cross-district training, and ensuring employees receive process and procedural systems training, including initial, updated, or remedial training.
- Assists with updating procedural manuals for case administration and coordinating and communicating district-wide office procedures with judges, chambers, CUE, supervisors and staff.
- Assists the Operations Manager with establishing district-wide employee performance standards for case administration that support the Court's mission.
- Assists the Operations Manager by researching and analyzing case data, preparing comprehensive reports and presentations and ensuring compliance with reporting requirements of the Administrative Office.
- Supervises on-site financial functions, including cashiering, reconciliation, and control of vault access and contents; maintains custodial responsibility for divisional office financial records and receipt stock and ensures compliance with all internal control requirements.
- Communicates clearly and effectively, both orally and in writing, to explain complex and sensitive concepts to individuals with varying experiences and backgrounds.
- Exhibits the qualities of judgment, temperament, integrity, trustworthiness and strong character required as a judicial employee. Abides by the *Code of Conduct for Judicial Employees* and court confidentiality requirements.
- Demonstrates sound ethics and good judgment at all times.
- Displays a careful and deliberate approach in handling confidential and sensitive information in a variety of contexts.

**Leadership Qualifications**

The Court is looking for a strong leader dedicated to providing the highest level of customer service to judges, chambers, court staff, attorneys and the public. The Court is also searching for a candidate committed to employee development and helping employees expand their skill sets and achieve individual and team goals. The successful applicant will have experience motivating both new and tenured employees and be ready to evaluate how the department should be organized to best meet the changing needs of the Court and its customers.

### **Qualifications Requirements**

To qualify for the position, an individual must have a high school diploma or equivalent and, at a minimum, must have two years of general experience in an office setting, plus additional specialized experience equal to one year or more of progressively responsible administrative, technical, professional, supervisory, or managerial experience that provided an opportunity to gain skills in developing the interpersonal work relationships needed to lead a team of employees, the ability to exercise mature judgment, and knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the Court. The individual must meet the qualification standards applicable to positions for the highest level of work effectively supervised.

### **Preferred Qualifications**

A bachelor's degree from an accredited college. Demonstrated knowledge of bankruptcy court operations procedures, including how cases are assigned and proceed through the court system. Federal Bankruptcy Court knowledge and experience in CM/ECF. Knowledge of supervisory and employee management principles. Prior supervisory experience is a plus.

### **Conditions of Employment**

Applicants must be U.S. citizens or eligible to work in the United States. As a condition of employment, the selected candidate is required to undergo a full background investigation, including criminal history, credit history, and FBI fingerprinting. The appointment will be provisional, contingent upon the favorable results of the FBI background investigation. The selected candidate will be subject to updated background investigations every five years.

The United States Bankruptcy Court is a part of the federal judiciary, so employees must comply with the [Judicial Code of Conduct](#). Court employees are under "Excepted Appointments" and are considered "at will." Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to basically the same benefits as other federal government employees. This position is subject to mandatory electronic funds transfer (direct deposit) of net pay.

### **Benefits**

The U.S. Bankruptcy Court offers a generous benefits package. Benefits include annual and sick leave, paid holidays, health, dental, vision, life insurance, flexible spending plans, retirement, and immediate matching Thrift Savings Plan. Additional information about federal judiciary employee benefits and compensation can be found at: <https://www.uscourts.gov/careers/benefits>.

### **Application Packet Procedures and Information:**

To apply for the Divisional Deputy position, qualified persons should submit the following documents:

- 1) A detailed cover letter and resume.
- 2) A completed Judicial Branch Federal Employment Application (AO-78), which is available at: [www.lawb.uscourts.gov](http://www.lawb.uscourts.gov) (See Court/Employment)
- 3) Copies of official college transcripts; submitted transcripts must indicate graduation dates, if applicable, degree(s) awarded, and grade point averages.
- 4) Names and contacts of three professional references.

Submit all required documents of the application package in **pdf format** via email with the subject line "HR Confidential" 2025-03 to [lawbhr@lawb.uscourts.gov](mailto:lawbhr@lawb.uscourts.gov)

*Only candidates selected for an interview will be contacted. Incomplete applications will not be considered. Candidates selected for interviews must travel at their own expense.  
The Court reserves the right to modify the conditions of this job announcement, withdraw the announcement, or fill the position at any time, any of which may occur without prior written notice.*

**The United States Bankruptcy Court for the Western District of Louisiana is an Equal Opportunity Employer.**