



**CAREER OPPORTUNITY**  
**UNITED STATES BANKRUPTCY COURT**  
 District of Kansas

POSITION	POSITION OVERVIEW
CLERK OF BANKRUPTCY COURT	<p>The United States Bankruptcy Court for the District of Kansas is accepting applications for the full-time position of <b>CLERK OF THE BANKRUPTCY COURT</b>. The District includes the headquarters in Wichita and two divisional offices in Topeka, and Kansas City, Kansas. There are 4 judges and 37 employees working in the three federal court locations.</p> <p>The Clerk of the Court is appointed by the judges of the court under the provisions of 28 U.S.C. §156. This is an executive level manager who reports directly to the Chief Judge of the United States Bankruptcy Court. The Clerk is responsible for managing the administrative activities of the clerk's offices in all court cities, and for overseeing the performance of the statutory duties of the office. The position requires an individual who possesses the leadership, management, communication skills and technical expertise necessary to anticipate and resolve complex administrative and operational challenges quickly and effectively.</p> <p>The Clerk consults with and makes recommendations to the judges regarding court policies and procedures. The Clerk is also the official custodian of the records and dockets of the Court and is accountable for all fees, costs, and other funds collected by the Court. The Clerk is the certifying officer for the Court and responsible for the efficient use of the Court's human, fiscal, and physical resources. The Clerk manages the administrative and operational activities of the clerk's office to ensure that its statutory duties are properly discharged. The Clerk works closely with the District Court and other federal courts, the Administrative Office of United States Courts, various bar associations, governmental agencies, and the public. The Clerk's responsibilities include:</p>
LOCATION	
WICHITA, KANSAS	
SALARY/TARGET	
JSP 16/17 \$ 133,389 - \$ 153,194	
OPENING DATE	
MARCH 8, 2013	
CLOSING DATE	
UNTIL FILLED (preference given to applications received by April 8, 2013)	
ANNOUNCEMENT	
2013-01	

## REPRESENTATIVE DUTIES

- Devising, implementing, and perfecting administrative and managerial techniques, systems, methods, programs and procedures.
- Supervising the reporting and accounting of all money received and processed through the office, including adapting and installing new or improved methods, systems and procedures for assuring the accuracy of accounts and for facilitating the receipt, deposit and disbursement of monies processed.
- Assisting with the development and oversight of the court budget, to include the creation and implementation of both long and short term budget plans.
- Assisting with the development and implementation of information technology projects.
- Providing executive level support and oversight of space and facilities matters.
- Reviewing and analyzing organizational structure, functional assignments and duties to prepare for current and future organizational needs.
- Establishing and adjusting long range schedules, priorities, deadlines for completion of work assignments and coordinating work schedules among subordinate units.
- Assigning and explaining work requirements to supervisors for all programs, functions, goals and processes.
- Performing personnel related duties including, but not limited to, selecting or recommending the selection of individuals to be hired, recommending personnel actions and evaluating performance.
- Overseeing methods and systems for maintaining time and attendance records, per diem reimbursements and other matters affecting the compensation of personnel in the court system.
- Supervising the preparation and submission of statistical reports relating to all cases filed and other reports required to reflect the workload of the court and the office of the clerk of court.
- Performing other duties, as assigned.

## QUALIFICATIONS

Candidates must have a performance history that demonstrates proven skills in managing limited resources against multiple demands, strong organizational prioritizing, problem solving and conflict resolution skills, and solid oral and written communication skills. Experience in office automation, including an automated case management system, working knowledge of the Bankruptcy Code and Rules, and experience with the Bankruptcy Court system is preferred, as is an applicant with a J.D. from an accredited law school.

All applicants must have a minimum of 10 years of progressively responsible supervisory and/or management experience in public administration or the private sector. An attorney who is in the active practice of law in either the public or private sector may substitute active practice on a year-for-year basis for the management or administrative requirements.

## EDUCATION

Candidates must have, at a minimum, a bachelor's degree in business, public administration, or a related field from an accredited college or university. An advanced degree in a related field, such as a J.D., is strongly preferred and may be substituted for up to 2 years of professional experience. Educational transcripts must be submitted for verification prior to start of employment.

## BENEFITS

The Court offers a generous benefits package to full-time employees which may include:

- 10 paid holidays
- Paid sick and annual leave
- Medical insurance options (requiring employee contribution)
- Life Insurance options
- Long term disability plan options
- Retirement options including participation in the Thrift Saving Plans (tax deferred retirement savings)
- Long Term Care Plan options
- Flexible Spending Account options

## APPLICATION PROCEDURES

All applications will be screened by the judges of the court. The best qualified applicants will be invited for personal interviews, and follow-up interviews of the most competitive candidates may be required. A background check may be performed.

Qualified applicants must submit the original and **six** copies of the following:

1. A cover letter that includes a narrative statement that a) outlines applicant's qualifications, relevant experience, management style and philosophy, b) addresses what experience the applicant has in managing limited staffing and budget resources, c) outlines any major projects in which the applicant has been involved at an executive level and its impact on the organization, d) addresses the applicant's most challenging experience in the area of human resource management relating to personnel issues and how it was handled, and e) notes any experience in policy research and development, analysis, and evaluations.
2. Résumé detailing years of specialized experience, including management experience, dates of employment, salary history, and functions managed and the number and composition of personnel supervised.
3. Contact information for three references with knowledge of applicant's employment history, character and integrity, and legal/technical knowledge over the most recent ten (10) years, and
4. Completed AO 78 - Application for Judicial Branch Federal Employment, which may be obtained at <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>.

Submit documents to:

Human Resources Manager  
U.S. Bankruptcy Court  
401 N. Market, Suite 180  
Wichita, KS 67202

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, either of which may occur without any prior written or other notice. The final candidate will be subject to a records check with law enforcement agencies. Verification of employment eligibility according to the Immigration Control and Reform Act of 1986 is required of all new employees of the Court. The Court is an Equal Opportunity Employer, and employees of the U.S. Bankruptcy Court are "at-will" employees. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. No funding is available for travel for interviews or relocation.