



Chief Deputy Clerk (Type II)

Vacancy Announcement #A24-09

Position Title:	Chief Deputy Clerk (Type II)
Position Type:	Full-Time, Permanent
Location:	Kansas City, Topeka, or Wichita, Kansas
Salary Range:	JSP 15-16 (\$143,736 - \$204,000)
Opening Date:	August 2, 2024
Closing Date:	Open until filled; preference given to applications received by August 30, 2024

POSITION OVERVIEW

The United States District Court for the District of Kansas is accepting applications for the position of Chief Deputy Clerk. The Chief Deputy is a senior-level management position reporting directly to the Clerk of Court and assumes the Clerk's duties in their absence. The Chief Deputy works with the Clerk to provide leadership and management of all non-judicial functions and activities of the Court.

The Court is comprised of 14 judicial officers and a Clerk's Office staff of 63 employees in Kansas City, Topeka, and Wichita.

REPRESENTATIVE DUTIES

- Supervise department managers and other staff, providing leadership through coaching, mentoring, training, and facilitating constructive communication.
- Analyze and interpret trends, statistics, and patterns to help the court anticipate challenges and manage effectively for growth and change.
- Analyze and make recommendations on statutes, local rules, and procedures affecting the operations of the Court.
- Promote and maintain the integrity of official records in the custody of the Court.
- Ensure the accuracy of information disseminated by the office and assist the Clerk as a representative of the court to other courts and judicial offices, federal agencies, the bar, litigants, and the public at large.
- Advise the Clerk on matters affecting the functioning of the Clerk's Office.
- Work with members of the bar and the public to improve the delivery of court services.
- Work with various governmental agencies on a variety of matters necessary to conduct Court business.
- Assist in managing the annual budget.
- Serve as principal staff to court committees, establishing agendas, attending meetings, and preparing minutes.
- Requires travel to divisional offices for meetings with judges and staff.

REQUIRED EXPERIENCE AND QUALIFICATIONS

To qualify for the position of Chief Deputy Clerk, applicants must have a minimum of six years of progressively responsible administrative, professional, investigative, technical, or other responsible work that provided an opportunity to gain:

- 1) a knowledge of management practices and administrative processes;
- 2) skill in dealing with others in person-to-person work relationships; and
- 3) the ability to exercise mature judgment.

At least three of the six years must be specialized, which means in a position of substantial administrative, supervisory, or managerial responsibility, where the incumbent can demonstrate effective leadership and employee relations expertise.

Education above the high school level in accredited institutions may be substituted for the non-specialized experience based on one academic year equals nine months of experience. Completion of one academic year of graduate study in an accredited university in such fields as business or public administration, political science, criminal justice, law, management, or related field, may be substituted for one year of specialized experience. Completion of a master's degree or two years of graduate study in areas of business or public administration, political science, criminal justice, law, or related field, or completion of a Juris Doctor (J.D.) may be substituted for two years of specialized experience.

PREFERRED QUALIFICATIONS AND COMPETENCIES

- Management experience is preferred.
- Experience with court operations and administration is highly desirable.
- Completion of a post-graduate degree in public, business, or court administration, or a J.D.
- General understanding of court operations and administration including case operations, records management, information technology, human resources, and finance is preferred.
- Exceptional communication and interpersonal skills, along with a proven record of leadership and accomplishments.

BENEFITS

1. 13 days paid vacation for each of the first three years
2. 20 days paid vacation during years 4-14
3. 26 days paid vacation annually after 15 years of service
4. 13 days paid sick leave annually
5. 11 paid federal holidays
6. Participation in the Federal Employees Retirement System (FERS)
7. Participation in the Thrift Savings Plan (TSP) with government match up to 5%
8. Health, dental, vision, group life, and long-term care insurance plans
9. Participation in the flexible benefits program for health and dependent care
10. Up to 12 weeks of Paid Parental Leave (PPL) for eligible employees
11. Participation in Federal Occupational Health (FOH)/Employee Assistance Programs (EAP)
12. Student loan forgiveness for qualified individuals, pursuant to the terms of the [PSLF](#) program
13. Free onsite parking
14. Free onsite fitness center

ADDITIONAL INFORMATION

The U.S. District Court reserves the right to modify or withdraw this job announcement without prior written notice. In the event a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Court may elect to select a candidate from the applicants who responded to the original announcement without reposting the position.

This position is subject to mandatory participation in electronic payment of net pay (i.e. Direct Deposit). This position is classified as executive high-sensitive and requires a favorable background investigation (including criminal, credit checks) with 5-year periodic reinvestigations. The U.S. District Court requires employees to adhere to a [Code of Ethics and Conduct](#). Due to the volume of applications received, the court may only communicate to those individuals selected for an interview. Travel and relocation expenses will not be paid. Applicants must be United States citizens or [eligible to work for the United States Government](#).

APPLICATION PROCEDURE:

To apply for this position, please submit the following items in a single PDF document by email to HR@ksd.uscourts.gov and include the "Chief Deputy Clerk, Vacancy #A24-09" in the email subject line:

1. Cover letter with three references
2. Resume
3. The [Federal Employment Application](#) (Form AO-78): separate forms available for PC and Mac users
4. A written response (no more than one page per question, double-spaced) to the following questions:
 - Please share your views on coaching, mentoring, staff development, and succession planning, including your personal experiences.
 - Provide an example of a challenging managerial issue you have encountered. How did you resolve the issue?

* Current District of Kansas employees do not need to submit the AO 78 application form.

* You SHOULD respond to questions 18, 19, and 20 of the AO 78 application form, in accordance with the Fair Chance to Compete with Jobs Act of 2019.

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