



UNITED STATES DISTRICT COURT – DISTRICT OF KANSAS

Robert J. Dole U.S. Courthouse

500 State Avenue

Kansas City, KS 66101

www.ksd.uscourts.gov

Division Manager

Vacancy Announcement #KC24-22

Position Title: Division Manager
Position Type: Full-Time, Permanent
Location: Kansas City, Kansas
Open Date: December 11, 2024
Closing Date: Open until filled; preference given to applications received by January 12, 2025
Starting Salary Range: CPS CL 29/1 – CL 30/25 (\$84,014 - \$124,113 Annually) *Starting salary is commensurate with qualifications, experience, and based upon Court Personnel System (CPS) [guidelines](#). Full salary potential is up to \$161,359.

As an Equal Opportunity Employer, we value diversity in our workforce.

POSITION OVERVIEW

The Division Manager leads daily clerk's office functions in the Kansas City and Topeka federal courthouses. This position performs professional and managerial work related to the supervision and oversight of staff performing operations, case management, and program management. The clerk's office supports 14 federal judges across the district. The Division Manager is a member of the senior leadership team who reports to the Chief Deputy Clerk of Court. This position has a primary Kansas City duty station but requires frequent travel to the Topeka courthouse and occasional travel within the District of Kansas or nationally for events or training.

REPRESENTATIVE DUTIES:

- Supervise employees performing clerk's office operations and conduct performance evaluations.
- Structure and assign workload to manage operational resources effectively and efficiently.
- Incorporate creative employee relations practices that promote team dynamics, employee growth, cohesiveness, and communication.
- As an active participant of the management team, propose improvements to the overall capability and productivity of the court.
- Create and achieve long- and short-term goals regarding the efficient functioning of the clerk's office.
- Plan and lead special projects and training initiatives.
- Ensure adherence to administrative and internal control procedures, and maintain accurate documentation, statistics, and employee records.
- Interact with the public, the bar, and other agencies when carrying out these and other responsibilities.

QUALIFICATIONS:

Mandatory

- At least three years of professional experience that provided an opportunity to gain:
 - skill in developing the interpersonal work relationships needed to lead a team of employees,
 - ability to exercise sound judgment, and
 - ability to effectively manage people and processes.

Applicants must also have:

- Experience as a leader and a motivator who is reliable, highly organized, and able to maintain a professional demeanor.
- Ability to manage, develop, and mentor staff including establishing standards, assigning and reviewing work, conducting performance evaluations, and successfully resolving personnel matters.
- A high school diploma.

Preferred

- A bachelor's or advanced degree from an accredited college or university.

BENEFITS

1. 13 days paid vacation for each of the first three years
2. 20 days paid vacation annually after three years
3. 26 days paid vacation annually after 15 years
4. 13 days paid sick leave per year
5. 11 paid holidays per year
6. Up to 12 weeks Paid Parental Leave for eligible employees
7. Choice of healthcare coverage, including dental & vision coverage
8. Life insurance options
9. Participation in the Federal Employees Retirement System (government pension)
10. Participation in the Thrift Savings Plan (tax deferred retirement savings plan)
11. Participation in the Flexible Benefits Program
12. Employee Recognition Program
13. Employee Assistance Program
14. Access to National Judiciary Training programs
15. Student Loan Forgiveness through [PLSF](#)
16. Free parking
17. Free onsite fitness center

APPLICATION PROCEDURE:

Internal Applicants: To apply for this position, please submit the following items:

- 1) cover letter outlining why you want this position, your leadership style, and why you believe your experience and skills would make you successful in this position; and
- 2) a resume.

External Applicants: To apply for this position, submit the following items combined into a single, pdf document:

- 1) cover letter outlining why you want this position, your leadership style, and why you believe your experience and skills would make you successful in this position; and
- 2) a resume, and

[3\) AO 78 Federal Judicial Branch Application for Employment and District of Kansas Supplemental Form*](#)

- Complete applications should be submitted by email to: HR@ksd.uscourts.gov
- PLEASE NOTE: The subject line of the e-mail must include both the position title (Division Manager) and the position number (KC 24 - 22).

The U.S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. One or more positions may be filled from this vacancy announcement. This position is in the excepted, not the competitive civil service. This position is subject to mandatory participation in electronic payment of net pay (i.e. Direct Deposit) and a favorable background check, which may be subject to periodic updates. 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 who will be interviewed for open positions. Travel and relocation expenses will not be paid. Applicants must be United States citizens or [eligible to work for the United States Government](#).