



UNITED STATES DISTRICT COURT – DISTRICT OF KANSAS

Robert J. Dole U.S. Courthouse

500 State Avenue

Room 259

Kansas City, KS 66101

[www.ksd.uscourts.gov](http://www.ksd.uscourts.gov)

Operations Work Leader

Vacancy Announcement #A25-12

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Position Title: Operations Work Leader  
Position Type: Full-Time Permanent  
Location: Wichita, Topeka, or Kansas City, Kansas  
Open Date: April 7, 2025  
Closing Date: Applications must be received by Noon on April 21, 2025  
Salary Range: \$53,839 - \$88,910 Annually (CL 26/1 – 26/61)  
Promotion Potential: Promotion to CL 27 and/or Operations Supervisor without further competition

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## POSITION OVERVIEW

The United States District Court for the District of Kansas is a federal trial court accepting applications for up to two Operations Work Leaders in its Clerk's Office. The Operations Work Leader coordinates the workload of the clerk's office and is responsible for training, overseeing, and reviewing the work performed by docket and intake clerks. The incumbent functions as a procedural resource in the divisional office and as such maintains expertise in CM/ECF, office policies, and procedures.

In consultation with the division manager, the incumbent works with the operations manager, operations analyst, and the court operations work leaders in the other divisional offices to establish and administer district-wide CM/ECF and office policies and procedures. The operations work leader may serve in the capacity of the division manager in his or her absence. Occasional travel is required, primarily in district with the possibility of national travel.

## REPRESENTATIVE DUTIES

- Assign, prioritize, oversee, and review work performed by docket and intake clerks. Monitor daily work progress. Redistribute responsibilities to equalize workload, if needed.
- Maintain a docket and backup staff in their absence, when necessary.
- Ensure completion of daily docket and quality control tasks. Review and evaluate the accuracy and quality and consistency of data entered in case management related databases.
- Address requests from judicial staff and attorneys for correction of database errors and review the corrected entries.
- Assure accurate assignment of case numbers and random assignment of cases to judges.
- Lead, train, and guide new employees performing docketing and intake duties and make recommendations to supervisor on their performance and development needs.
- Conduct research for internal and external customers regarding procedural discrepancies and uncommon or complex questions.
- Maintain current knowledge of updates of all CM/ECF events and releases, and local and federal rules. Assist with testing of new releases of CM/ECF.
- Maintain current knowledge of disposition of records schedule and oversee disposition processes.
- Provide feedback to division manager on all operational matters and other duties as assigned.

## REQUIRED EXPERIENCE AND QUALIFICATIONS

- A High School Diploma or equivalent.
- Two years of general clerical or administrative experience, which may be substituted with post-secondary education.
- At least one year of specialized experience, which for this position must have been obtained within the federal judiciary utilizing NextGen in an operations role performing full-line civil and criminal docket responsibilities, as well as an ancillary working knowledge of processes like intake, jury administration, courtroom deputy.
- Accuracy and attention to detail.
- Excellent collaboration and mentorship skills.
- Demonstration of the ability to consistently present a professional demeanor.
- Time management skills, ability to handle multiple tasks simultaneously and with accuracy while also meeting deadlines.
- Possess strong interpersonal, organizational, analytical, verbal and written communication skills.

## PREFERRED QUALIFICATIONS

- Bachelor's degree from an accredited college or university.
- Experience leading projects, documenting procedures, always with a focus on continuous improvement.
- Five or more years in an operations role with the federal judiciary and an extensive knowledge of District of Kansas local rules and docketing processes.
- Desire to learn and take on new challenges.

## 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 with 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 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 parking
14. Free onsite fitness center

## APPLICATION PROCEDURE:

To apply for this position, please submit the following items in a single PDF document by email to [HR@ksd.uscourts.gov](mailto:HR@ksd.uscourts.gov) and include the "Vacancy Announcement #A25-12" in the email subject line:

1. Cover letter explaining your interest in the position
2. Current resume
3. [Federal Judicial Branch Application for Employment](#)  
Form AO-78: separate forms available for PC and Mac users

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

\* You SHOULD NOT respond to questions 19, 20, and 21 of the AO 78 application form, in accordance with the Fair Chance to Compete with Jobs Act of 2019.

## **ADDITIONAL INFORMATION**

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](#).

**THE FEDERAL JUDICIARY IS AN EQUAL OPPORTUNITY EMPLOYER**