



UNITED STATES BANKRUPTCY COURT
DISTRICT OF KANSAS

Position Title: Chief Deputy Clerk of Court, Type II
Position Number: A21-12
No. of Positions: 1
Location: Wichita, Topeka, or Kansas City, Kansas
Opening Date: October 18, 2021
Closes: November 18, 2021
Salary Range: JSP 15/1 – JSP 16/1 (\$128,078 – \$151,741)

*Starting salary is commensurate with qualifications, experience, and based upon Judicial Salary Plan (JSP) [guidelines](#). Advanced in step placement up to \$183,300 may be available for current or prior federal employees based on highest previous rate rules.

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

WHO WE ARE

The Bankruptcy Court for the District of Kansas covers the entire state of Kansas, with courthouses in Kansas City, Topeka, and Wichita, Kansas. The office currently serves three U.S. Bankruptcy Judges. The Clerk of Court, a Court Unit Executive, serves under the direction of the Chief Bankruptcy Judge and is responsible for performing the statutory duties of the Office of the Clerk. The Chief Deputy reports to the Clerk of Court, and, in the absence of the Clerk, assumes the functions and responsibilities of the Clerk.

THE JOB

The Chief Deputy is primarily responsible for the daily operations, administration and supervision of the Clerk's Offices in Kansas City, Topeka, and Wichita. Working closely with the management team and all staff, the Chief Deputy develops, implements, and refines office policies, procedures, internal controls, and programs. The Chief Deputy assists the Clerk in analyzing and revising organizational structure, establishing long-range schedules, and executing the court's annual budget and financial activities. The Chief Deputy directly supervises three divisional Supervisors, the IT Supervisor, Financial Specialist, and Procurement Specialist, and helps them set their project priorities and deadlines for completion of work assignments and special projects. The Bankruptcy Court relies heavily on information technology and the Chief Deputy facilitates development and implementation of computer systems for the court. People are valued and respected in the Bankruptcy Court and the Chief Deputy proactively cultivates leadership and professional development in supervisors and staff. Travel to all district offices will be necessary.

You will make a difference when working for the U.S. Bankruptcy Court for the District of Kansas. Bankruptcy Courts serve an essential function in the federal judiciary and society. Debtors obtain a fresh start, affording them new opportunities to rebuild their lives and contribute to society. Creditors find a more predictable and efficient process to determine which funds are available to them and collect those. As a Bankruptcy Court employee, you will be constantly learning as you serve Judges, court staff, attorneys, and the public who are navigating this

dynamic field of the law. For more information, see <https://www.uscourts.gov/about-federal-courts/types-cases/bankruptcy-cases>.

You Must

You must have a bachelor's or higher degree in one of the following fields: management, business, law, technical application, court administration, public administration, behavioral science or the related from an accredited college or university.

You must be able to show a minimum of six years of progressively responsible, successful, and substantive court operation or business experience that provides a thorough understanding of planning needs, organizational requirements, procedural necessities, and human aspects of managing a complex and multi-faceted organization. You should be able to demonstrate your (a) general knowledge of management practices and administrative process, (b) skill in dealing with person-to-person work relationships, and (c) ability to exercise mature judgement. At least three of the six years of experience must be specialized experience in a position with substantial management responsibility which afforded the candidate the opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of management. You may substitute a master's degree in business, public or judicial administration or related discipline or completion of a Juris Doctor degree for two years of specialized experience.

IT WOULD BE GREAT IF YOU

You should be a leader, motivator, highly organized, and maintain a professional demeanor at all times. You should also have the ability to provide innovative solutions to workplace problems and employee relation issues; possess excellent written and verbal communications skills; have expertise in dealing with others in person-to-person work relationships; and strong analytical and project management skills. Experience in the federal judiciary or bankruptcy field is preferred but not required. Knowledge of court-orientated systems and applications is a plus but not required. A master's degree in business or management or a Juris Doctorate is also beneficial but not required.

WHAT WE VALUE

We are public servants who respect the value of every person by treating each party, attorney, witness, debtor, creditor, member of the public, and court employee with dignity and courtesy.

We study why we succeed so we preserve our strengths.

We improve processes, procedures, and ourselves through innovation and training.

We excel because of our consistent effort to perform every task well, whether large or small.

We communicate effectively to cultivate teamwork, inclusivity, and the free exchange of ideas.

We model ethics, integrity, and personal and institutional accountability.

We prepare ourselves to serve effectively by encouraging wellness and a healthy lifestyle.

WHAT WE OFFER

1. 13 days paid vacation for each of the first three years
2. 20 days paid vacation after three years, 26 days after 15 years
3. 13 days paid sick leave accrue per year
4. 11 paid holidays
5. Choice of healthcare coverage, including dental & vision coverage
6. Life insurance options
7. Participation in the Federal Employees Retirement System
8. Participation in the Thrift Savings Plan (tax deferred retirement savings plan)

9. Participation in the Long Term Care Insurance plan
10. Participation in the Flexible Benefits Program
11. Free parking
12. Free onsite fitness center

APPLY NOW

To apply for this position, please submit the following items in a single PDF document by email to ksb_employment@ksb.uscourts.gov:

- 1) a cover letter which describes your tenets of successful *leadership* and *management* and the difference between the two,
- 2) a chronological resume, and
- 3) a [Federal Judicial Branch Application for Employment](#)*

- Complete applications should be submitted by email to: ksb_employment@ksb.uscourts.gov
- The Application for Employment form is available on the Court's website under the [Forms/Employment](#) tabs. Please note that there are separate forms for PC and Mac users.
- PLEASE NOTE: The subject line of the e-mail must include both the position title (Chief Deputy Clerk of Court) and the position number (A21-12).

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

INFORMATION FOR APPLICANTS

The U.S. Bankruptcy 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 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. Bankruptcy 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 UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER