

# Vacancy Announcement



**David D. Zimmerman**  
Clerk of Court

**Stephanie K. Mickelsen**  
Chief Deputy Clerk of Court

**Topeka Division**  
444 S.E. Quincy St. (240)  
Topeka, KS 66683

**Wichita Division**  
401 N. Market St. (180)  
Wichita, KS 67202

**Kansas City Division**  
500 State Ave. (161)  
Kansas City, KS 66101

## **UNITED STATES BANKRUPTCY COURT** District of Kansas

**Position:** Assistant Division Manager  
**Number of Positions:** One  
**Classification Level:** CPS CL 26 to CL 27  
**Salary Range:** \$44,042 to \$60,487  
(full salary potential to \$78,630)  
**Location:** Topeka, Kansas  
**Opening Date:** June 27, 2017  
**Closing Date:** Open until filled with preference given to applications received by July 18, 2017  
**Vacancy Number:** TO17-8

### **POSITION OVERVIEW:**

The Assistant Division Manager helps coordinate the workload of the clerk's office and is responsible for training staff and overseeing and reviewing their work. The incumbent functions as a procedural resource for all clerk's office staff in the divisional office and maintains a docket and performs various administrative duties.

In consultation with the Division Manager, the incumbent works with district management staff, chambers and counterparts in the other divisional offices to help establish and administer district-wide policies and procedures. The Assistant Division Manager serves in the capacity of the Division Manager in her or his absence. Occasional travel is required.

### **REPRESENTATIVE DUTIES:**

These duties are intended to provide generalized examples of major duties and responsibilities that are performed by an Assistant Division Manager.

- Act as a subject leader expert for those who are monitoring the progress of bankruptcy cases and related adversary proceeding cases from opening to closing to ensure their orderly and efficient movement through the court, identifying and addressing opportunities for improvement
- Monitor case records for conformity with appropriate rules, practices and/or court requirements
- Review and ensure the accuracy, timeliness, and quality of data entered into the Case Management/Electronic Case Files (CM/ECF) database
- Prepare, analyze and ensure the accuracy of various case management reports
- Act as a back-up to the Case Administrators, including noticing, fee collection, courtroom work, and communication with the public and bar
- Act as a back-up to the Division Manager in his or her absence

## QUALIFICATION REQUIREMENTS:

### ***Mandatory***

General Experience: Must be a high school graduate and have performed at least two years of progressively responsible clerical, office or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. Some or all of the two years of required general experience may be substituted with education above the high school level.

Specialized Experience: At least one year of specialized experience at or equivalent to the level below the level for which the candidate is being considered. Specialized experience includes progressively responsible clerical or administrative experience requiring the regular and recurring application of procedures that demonstrate the ability to apply a body of rules, regulations, directives or laws. It involves the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Educational substitution is not available for specialized experience.

### ***Preferred***

- Experience working in the bankruptcy or legal field
- A proven history of leading teams in the workplace
- Experience training others
- Excellent computer skills and ability to work with a variety of programs and applications, including internet, word processing, and email
- Familiarity with the court's CM/ECF system
- Accuracy and attention to detail
- Excellent customer service skills and the ability to deal with a wide variety of people tactfully and courteously
- Strong organizational skills and the ability to handle multiple assignments with frequent interruptions
- Ability to communicate effectively both orally and in writing
- Strong interpersonal skills and the desire to work in a fast-paced, team environment
- Ability to maintain confidentiality and use sound judgment
- Professional demeanor and strong work ethic

## TO APPLY:

To apply for this position, please submit the following items by email in one single PDF file to [ksb\\_employment@ksb.uscourts.gov](mailto:ksb_employment@ksb.uscourts.gov):

- 1) a cover letter with salary requirements,
- 2) a chronological resume, and
- 3) a [Federal Judicial Branch Application for Employment](#)

## INFORMATION FOR APPLICANTS:

The 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. This job announcement may involve filling more than one position described herein. 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. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. 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 \*\*\*

See <http://www.ksd.uscourts.gov/employment/> for an overview of employee benefits.

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