

Vacancy Announcement



Timothy M. O'Brien
Clerk of Court

Kansas City Division

500 State Ave. (259)
Kansas City, KS 66101

Topeka Division

444 S.E. Quincy St. (490)
Topeka, KS 66683

Wichita Division

401 N. Market St. (204)
Wichita, KS 67202

UNITED STATES DISTRICT COURT

District of Kansas

Position: Division Manager
Number of Positions: One
Classification Level: CPS CL 29/1 – CL 30/25
*advanced in step placement may be available for current or prior federal employees up to CL 30/61
Salary Range: \$68,956- \$101,876
Location: Topeka, Kansas
Opening Date: May 31, 2017
Closing Date: Open until filled
Vacancy Number: TO17-6

POSITION OVERVIEW:

The Division Manager oversees the operations of the Topeka Clerk's Office, which is currently staffed with nine deputy clerks who provide support to the two resident district judges, one magistrate judge, and visiting judges from the Kansas City and Wichita courthouses. This position reports directly to the Chief Deputy and the Clerk of Court.

As a member of the management team, the Clerk's Office Division Manager helps to develop, implement, evaluate and refine office policy and procedure. The Division Manager acts as the primary liaison to the judges and their staff, other government agencies, attorneys and the public. This position is responsible for the quality and quantity of the work performed, assuring efficient and effective operations by directing and reviewing work distribution, evaluating work performance and developing staff. The Division Manager plans and organizes court events at the Topeka courthouse and other locations in the district. The Division Manager oversees local space and facilities matters.

QUALIFICATION REQUIREMENTS:

Mandatory

A successful applicant must possess at least three years of progressively responsible administrative, professional, supervisory or managerial experience that provided an opportunity to gain:

1. skill in dealing with others in person-to-person work relationships,
2. ability to exercise mature judgment, and
3. thorough knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the court unit.

Applicants must also have:

1. excellent verbal and written communication skills;
2. proven leadership skills;
3. thorough knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the court unit;
4. ability to maintain confidentiality and exercise mature judgment;
5. excellent interpersonal and customer service skills and the ability to interact with a wide variety of people tactfully and courteously;
6. ability to manage, develop and mentor staff including establishing standards, assigning and reviewing work, conducting performance evaluations, and handling disciplinary actions;
7. attention to detail and accuracy of work product;
8. strong organizational skills and the ability to handle multiple assignments with frequent interruptions;
9. professional demeanor and strong work ethic;
10. ability to conduct effective staff meetings, keep management informed, and respond to requests from upper management; and
11. ability to plan, manage and successfully execute ceremonies and events.

A bachelor's degree from an accredited college or university and at least one year of experience at the level below the level of the position for which the person is being considered.

Preferred

A master's degree in business, public or judicial administration or related discipline and/or previous state or federal judicial administration experience preferred.

TO APPLY:

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) detailed resume that includes a full educational and professional background.

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

- 1) cover letter with salary requirements,
- 2) detailed resume that includes a full educational and professional background,
- 3) [Federal Judicial Branch Application for Employment and District of Kansas Supplemental Form](#), *and
- 4) PDF of the completed package.

Complete applications should be submitted by email to:

ksd_recruitment@ksd.uscourts.gov

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. 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. 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 DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER ***