

**United States District Court
District of Kansas
Vacancy Announcement # T12-5**

Position: Clerk's Office Division Manager

Announcement: T12-5

Location: Topeka, Kansas

Issue Date: June 21, 2012

Closing Date: Open Until Filled, priority consideration given to applications received prior to July 13, 2012

Classification Level/Salary Range

CL 28/01 - CL30/25 (\$55,027 - \$96,690), depending on qualifications

* Advanced in-step placement available for current or prior federal employees up to
CL30/61 (\$125,705)

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 three resident district judges, one magistrate judge, and frequent visiting judges from the Kansas City and Wichita courthouses. 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 acts as the primary liaison to the judges and their staff, other government agencies, attorneys and the public. The Division Manager is also responsible for planning and organizing events held at the Topeka courthouse and at other locations around the state. The Division Manager also manages space and facilities matters.

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 is also responsible for assisting with special court projects, events and activities.

Qualification Requirements

A successful applicant must possess at least three years of progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain (a) skill in dealing with others in person-to-person work relationships, (b) the ability to exercise mature judgment, and (3) a thorough knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the court unit. Excellent verbal and written communication skills, proven leadership skills, and the ability to interact effectively with others is a must. A degree in business, public or judicial administration or related discipline and/or previous state or federal judicial administration experience preferred.

Employee Benefits

1. 13 days paid vacation for the first three years.
2. 20 days paid vacation after three years.
3. 26 days paid vacation after fifteen years.
4. 13 days paid sick leave per year.
5. 10 annual paid holidays.
6. Choice of healthcare coverage from a wide variety of plans.
7. Life Insurance options.
8. Participation in the Federal Employees Retirement System.
9. Participation in the Thrift Savings Plan (tax deferred retirement savings plan).
10. Participation in the Long Term Care Insurance plan.
11. Participation in the Flexible Benefits Program.
12. Free onsite parking.
13. Free onsite fitness center.

How to Apply

Please submit the following:

- 1) cover letter describing your management style and salary requirements,
- 2) resume, and
- 3) Federal Application for Employment (AO 78), which is available at www.ksd.uscourts.gov, 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. This position is subject to mandatory participation for payment of net pay (i.e. Direct Deposit). This position is subject to a criminal background check as well as a financial credit check. 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

For more information on the District of Kansas, please visit our website at www.ksd.uscourts.gov