

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: Operations Team Leader
Number of Positions: Two
Classification Level: CPS CL 26/1 – CL 26/61

Salary Range: \$44,844 - \$72,917
Location: Topeka or Wichita, Kansas
Opening Date: June 4, 2018
Closing Date: Open until filled
Vacancy Number: A18-10

POSITION OVERVIEW:

The Operations Team 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. He or she may be required to maintain a docket, backup staff in their absence, and perform various administrative and court support duties as necessary.

In consultation with the division manager, the incumbent works with the operations administrator, operations analyst, and the operations team leaders in the other divisional offices to establish and administer district-wide CM/ECF and office policies and procedures. The Operations Team Leader may serve as back-up to the division manager in his or her absence. Occasional travel is required.

QUALIFICATION REQUIREMENTS:

High school diploma or equivalent, and at least one year of specialized experience equivalent to a CL 25.

The successful applicant should also possess:

- Previous federal court operations experience;
- A college degree from an accredited university or equivalent experience;
- Complete knowledge of applicable procedural rules and local policies;
- Familiarity with the Federal Rules of Procedure;
- Thorough knowledge of CM/ECF and its functionality and procedures;
- Excellent verbal and written communication, analytical, organizational and interpersonal skills;
- Accuracy and attention to detail important;
- Strong customer service and team orientation;
- Tact, good judgment, initiative and a professional demeanor;
- Ability to manage multiple tasks and priorities.

TO APPLY:

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

- 1) a cover letter with salary requirements,
- 2) a chronological resume,
- 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

Internal Applicants: Please submit a statement of interest to: ksd_recruitment@ksd.uscourts.gov

The application form is available on the court's web site under the ["Employment" tab](#).

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. 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 ***