



UNITED STATES BANKRUPTCY COURT
DISTRICT OF KANSAS

Position Titles: Division Manager
No. of Positions: 1
Position Number: KC26-5
Location: Kansas City, Kansas
Opening Date: January 7, 2026
Closes: Open until filled, with preference given to applications received by January 21, 2026
Salary Range: CL 28/1 – 29/43 (\$72,751 - \$124,406)

*Starting salary is commensurate with qualifications, experience, and based upon Court Personnel System (CPS) [guidelines](#). Advanced in step placement up to \$140,638 may be available for exceptionally qualified candidates/current or prior federal employees.

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

WHO WE ARE

In the U.S. Bankruptcy Court for the District of Kansas we preserve justice, “promote the general welfare,” and “secure the blessings of liberty” by impartially deciding and administering matters under the Constitution and laws of the United States of America.

WHAT WE VALUE

We are public servants who respect the value of every person by treating each party, attorney, witness, debtor, defendant, offender, victim, 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 NEED FROM YOU

These duties of this position are intended to provide generalized examples of major duties and responsibilities that are performed by a Division Manager.

A Division Manager’s duties include, but are not limited to, the following:

- Help develop, implement, evaluate and refine office policy and procedure
- Act as the primary liaison on local issues to the judges and their staff, other government agencies, attorneys, and the public
- Oversee the quality and quantity of the work performed, assure efficient and effective operations by directing and reviewing work distribution, evaluating work performance, and developing staff
- Plan and organize court events at the Kansas City courthouse and other locations in the district
- Oversee local space and facilities matters

You will make a difference when working for the US 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, 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 HAVE

- A high school diploma
- At least two years of progressively responsible clerical, office or other work that indicates the possession of, or the ability to acquire, the 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
- Two years of specialized experience, which is progressively responsible administrative, professional, or supervisory experience that provided an opportunity to gain:
 - skill in dealing with others in person-to-person work relationships
 - ability to exercise mature judgment

Education may not be substituted for specialized experience

- Excellent verbal and written communication skills
- Ability to maintain confidentiality
- Excellent interpersonal and customer service skills and the ability to interact with a wide variety of people tactfully and courteously
- Ability to manage, develop and mentor staff including establishing standards, assigning, and reviewing work, conducting performance evaluations, and handling disciplinary actions
- Attention to detail and accuracy of work product
- Strong organizational skills and the ability to handle multiple assignments with frequent interruptions
- Professional demeanor and strong work ethic
- Ability to conduct effective staff meetings, keep management informed, and respond to requests from upper management

IT WOULD BE GREAT IF YOU HAVE

- An undergraduate or graduate degree from an accredited college or university in a business, legal, or management discipline
- Proven leadership skills
- Thorough knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the court unit
- Ability to plan, manage and successfully execute ceremonies and events

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
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 Flexible Benefits Program
10. Up to 12 weeks Paid Parental Leave for eligible employees
11. Free parking
12. Free onsite fitness center

APPLY NOW

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

- 1) a cover letter,
- 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 (Division Manager) and the position number (KC26-5).

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

* You SHOULD NOT respond to questions 18, 19, and 20 of the AO 78 application form, in accordance with the Fair Chance to Compete with Jobs Act of 2019.

INFORMATION FOR APPLICANTS

The position is in the excepted service and does not carry the tenure rights of the competitive civil service. The position does include the same benefits as other federal government employees including participation in health and life insurance, retirement, and the Thrift Savings Plan. 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