

Position Title: Clerk of Court

Announcement Number: F2009-01

Court Name: United States Bankruptcy Court for the District of Wyoming

City: Cheyenne **State:** WY **Court Website:** www.wyb.uscourts.gov **Permanent Position:** YES

Job Grade: JSP 15 – 16

Salary Min: \$107,962

Salary Max: \$157,999 *

Open Until Filled: YES

Position Description:

The United States Bankruptcy Court for the District of Wyoming is seeking a qualified candidate for the position of Clerk of Court. Reporting directly to the Chief Bankruptcy Judge, this is a professional and high level position that has broad and overarching responsibilities. The Clerk of Court is responsible for leading and directing all the administrative and operational areas of the Clerk's office. Responsibilities include but are not limited to serving as the chief administrator of the court, overseeing certain statutory duties and functions, providing analytical guidance and interpretations and resolving complex issues that have a significant impact on the daily functioning of the court.

As the primary court executive and chief administrator, the Clerk of Court is the expert and advises on the court's financial management and procurement, space and facilities, human resource administration, information technology services, policy and procedural implementations, strategic planning executions, statistical analysis and public relations communications.

The Clerk of Court works very closely with the Judge and has regular interactions with judicial officers, other court unit executives and clerk's office staff, the Administrative Office of the U.S. Courts, the Office of the Circuit Executive, the Federal Judicial Center, Department of Justice and other federal agencies.

Conditions of Employment:

- Applicants must be U.S. citizens or eligible to work in the United States.
- Because of the high-sensitive nature of this position, appointment is provisional and contingent upon the satisfactory completion of a ten year OPM Single Scope Background Investigation providing the equivalent of a

Top Secret/SCI level clearance. Re-investigations will be conducted every five years.

- All positions at the Court are Excepted Service Appointments. Excepted service appointments are **at-will** and can be terminated with or without cause.
- The Court requires employees to adhere to a Code of Ethics and Conduct.
- Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.
- The Court reserves the right to modify the conditions of this announcement without prior notice.

Qualifications:

- The successful candidate must have at a minimum a bachelor's degree in a related field.
- A minimum of 10 years progressively responsible experience in the area of public and/or court administration is required. This should be experience where the incumbent gained a general understanding of court operations, the ability to lead with vision, the ability to sustain a high level of organizational excellence, the ability to develop and execute strategic planning, the ability to articulate management priorities, the ability to foster strong and effective working relationships, the ability to integrate current and future technologies and the ability to analyze data.
- The overall experience must also include a minimum of five years where the incumbent had a position of substantial management responsibility.

Desired Qualifications:

- Federal court experience, including significant management of court operations.
- Bachelor's degree in public, business or court administration.
- Current and active equivalent of a Top Secret/SCI level clearance.
- Working knowledge of the Bankruptcy Code and Rules.
- Working knowledge of Bankruptcy Court processes.
- Proven ability to assist with implementation of new technology to improve business practices.
- In-depth knowledge of electronic filing (CM/ECF) and maintenance of the electronic record.
- Exceptional organizational and project management skills.
- Demonstrated ability to effectively supervise and motivate staff.
- Certification as a level three contracting officer.
- Certifying officer classification

Benefits:

A generous benefits package is available to full-time permanent employees which may include:

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in Thrift Savings Plan
- Optional participation in choice of Federal Employees Health Benefits
- Optional participation in choice of Federal Employees Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program

How to Apply:

Qualified persons interested in being considered for this position are invited to submit a resume, and cover letter. **Applications must be received by November 14, 2008 to receive consideration.**

All application materials are to be sent to:

U.S. Bankruptcy Court
District of Wyoming
ATTN: Clerk of Court- CONFIDENTIAL
2120 Capitol Ave. Ste. 6004
Cheyenne, WY 82001

If your application packet does not provide all information requested, you may lose consideration for this position.

Only applicants selected to proceed to the next phase of the selection process will be notified. Unsuccessful applicants will not receive notice.

Applicants selected for interviews must travel at their own expense. The first year of employment is considered a probationary period.

*Starting salary commensurate with work experience, previous federal government service, and prior pay history.

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER