



DAN OWENS

Clerk of Court

Las Vegas Division
300 Las Vegas Blvd. S.
Las Vegas, NV 89101

Reno Division
300 Booth Street
Reno, NV 89509

CAREER OPPORTUNITY

UNITED STATES BANKRUPTCY COURT DISTRICT OF NEVADA

Position: Chief Deputy Clerk

Classification Level: JSP 16. Starting salary dependent upon qualifications experience.

Salary Range: \$175,479 - \$207,500

Location: Las Vegas, Nevada

Opening Date: October 10, 2025

Closing Date: Open Until Fill

(Priority consideration to applicants who apply by November 7, 2025.)

POSITION OVERVIEW

The United States Bankruptcy Court for the District of Nevada is accepting applications for a Chief Deputy Clerk. Currently, the bench of the court is comprised of four bankruptcy judges.

The Chief Deputy Clerk is a professional, managerial position responsible for the day-to-day administration and supervision of operations and various administrative functions of the Clerk of Court's office. The Chief Deputy reports directly to the Clerk of Court and assists the Clerk with supervision, planning, developing, and implementing office policies, procedures, programs, and managing Court operations.

Primary duties:

Key responsibilities include:

- Assist in providing leadership, management, and supervision for the court operations of the Clerk's office. Assist in overseeing the business of the court, including the processing of cases, statistical reporting, case management, and serving as the custodian of official court records, and assuming the duties of the Clerk of Court in his absence.
- Assist with the formulation, implementation, monitoring, and modification of organizational policy and court rules. Participate and collaborate in the establishment and development of court-wide policies. Assist with developing and executing strategic and long-range plans of the Clerk's office and the court. Interpret and apply the appropriate statutes, rules, and operating procedures, including the Guide to Judiciary Policies and Procedures and local internal policies and controls.
- Analyze the overall flow of cases within the court to ensure effective case management.
- Interact with the Administrative Office, Federal Judicial Center, other federal courts, court units, the bar, government agencies, judges and the public to resolve complex issues of practice and procedure.
- Assist with the development, implementation, and enforcement of policies and practices to secure staff and physical assets of the court unit, which may include oversight of: property management, training, emergency preparedness and disaster recovery activities, space and facility's needs, security, media and public relations; and, acquiring additional resources as needed.

*The United States Bankruptcy
Court
is an equal opportunity
employer.*

- In conjunction with the Clerk and management team, establish and adjust long range goals, schedules, priorities and deadlines for completion of work assignments and coordinate work schedules among subordinate units. Assist with oversight of financial operations to ensure compliance with internal controls, policies and procedures.
- Assist with development of the budget and financial plan.
- Prepare comprehensive memoranda, reports, and correspondence; draft administrative orders, proposed procedures and local rules; complete complex projects and perform other duties as assigned by the Clerk of Court.
- Regular occasional travel to the divisional office.

QUALIFICATIONS

A bachelor's degree from an accredited college or university is required. A graduate degree in accounting, judicial, public or business administration, political science, criminal justice, law, management or related fields from an accredited university is highly preferred.

In addition, the successful candidate must be a leader, motivator, highly organized, and always maintain a professional demeanor. Qualified candidates must have excellent written and verbal communication skills; computer proficiency; the ability to provide innovative solutions to workplace problems and employee relation issues; knowledge of sound financial controls and policies; ability to exercise mature judgment, high ethical standards and a positive work attitude; ability to adapt and lead in a changing work environment; expertise in dealing with others in person-to-person work relationships, and strong analytical and project management skills. Working knowledge of legal and court terminology is required. Prior federal judiciary experience with a strong emphasis in court operations and/or court administration is preferred.

COMPENSATION AND BENEFITS

The U.S. Bankruptcy Court is part of the federal Judicial branch of government and is independent of the Executive and Legislative branches. The court sets its own employment policies including remote work and performance management, while also valuing employees' individualism and continuing to strive towards a diverse, equitable and inclusive workplace.

Compensation will be set based on experience and qualifications pursuant to the policies and guidelines set forth in the Judiciary Salary Plan (JSP).

Judicial Branch employees are "at will" employees and are not subject to the employment regulations of competitive service. However, full-time judiciary employees are entitled to:

- A minimum of 11 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 3 years, and 26 days per year after fifteen years.
- Paid sick leave in the amount of 13 days per year.
- Federal Employee's Retirement System (FERS).
- Optional participation in the Thrift Savings Plan (with up to 5% employer matching contributions), the Federal Employees Health Benefits Program (FEHBP), Federal Dental and Vision Insurance Program (FEDVIP), the Federal Employees' Group Life Insurance (FEGLI), the Flexible Benefits Program, Long-Term Care Insurance, and Professional Liability Insurance.
- Employee Assistance Program (EAP) Work Life Services.

For more information about federal court benefits, please visit: www.uscourts.gov/careers/benefits.

INFORMATION FOR APPLICANTS

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement without prior written or other notice.

The successful candidate for this position is subject to an FBI fingerprint check and background investigation (employment will be provisional and contingent upon the satisfactory completion of the required background investigation), will be required to adhere to a Code of Conduct, and is subject to mandatory direct deposit of federal wages. The court is not authorized to reimburse travel expenses for interviews or relocations.

Interviewing Non-Citizens and Making Offers of Future Employment: Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below.

Equity-Focused Employer

The United States Bankruptcy Court for the District of Nevada is an Equity focused employer. We value diversity and are committed to equity and inclusion in our workplace. The court encourages applications from all qualified individuals and seek a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, and socio-economic circumstance

Applicants with disabilities:

If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Unit of the Clerk's Office at 702-527-7080. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

APPLICATION PROCEDURE

Applicants must submit the following:

- 1. Cover Letter**
- 2. Resume**
- 3. Judicial Employment Application**

To apply: Email the requested items to denise_kirkling-styles@nvb.uscourts.gov

Please be sure to fully complete your application by providing all work history from the prior ten years. Attachments should be submitted as Microsoft Word (Doc) or Adobe Acrobat (PDF) files. Other formats are not acceptable.

Applications will be considered complete when all required attachments, in the appropriate format, are received by the Human Resources Department.