

**UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF TEXAS**



Vacancy Announcement 25-CUE

**CLERK OF COURT
San Antonio, Texas**

Closing Date: September 12, 2025

Annual Salary Range: \$200,201- \$231,859

*The salary for this position will be based upon current pay scale and applicant experience and education in accordance with the Judicial Salary Plan of the U.S. Courts.

The U. S. Bankruptcy Court for the Western District of Texas is seeking qualified candidates for the position of Clerk of Court. The clerk's office has 32 employees in four divisions that include Austin, El Paso, San Antonio and Waco. The clerk's office serves five Judicial Officers and their staff. The position becomes available on January 1, 2026.

The Clerk has administrative authority over all aspects of Clerk's Office operations and is responsible for overseeing the performance of the statutory duties of the office. These duties include management of human resources, budget, financial planning, procurement, space and facilities, case processing and maintenance of official records, statistical analysis and reporting, long range planning, and automation. The Clerk also has direct fiduciary responsibilities involving all monies or other collateral received and disbursed by the court. The Clerk of Court is an executive level manager who operates under the direction of the Chief Judge and is headquartered in San Antonio.

Primary Responsibilities

- Consults and makes recommendations to the judges about court policies and procedures.
- Creates a vision of excellence through strategic planning in an environment of limited resources.
- Maintains a culture that values human resources and supports the value of providing exceptional customer service.
- Provides the administrative and operational infrastructure necessary to efficiently and effectively support the Court's judicial officers and achieve the Court's mission, including hiring, assigning, and training of personnel in diverse disciplines including information technology, financial management, human resources and court operations.
- Manages staff responsible for processing all bankruptcy case management functions including electronic case filing, docketing and quality control, statistical reporting, and courtroom support.
- Promotes and maintain the integrity of official records in the custody of the Court.
- Analyzes and makes recommendations on statutes, local rules, and procedures affecting the operations of the court.
- Provides the administrative and operational infrastructure necessary to achieve the court's mission including hiring, assigning, and training of personnel efficiently and effectively.
- Directs and oversees the court's financial fiduciary responsibilities with regard to all purchasing, contracting, disbursing and accounting functions. The Clerk serves as the certifying officer and bears personal financial responsibility for court appropriated funds, receipts and collections, and ensures proper oversight through the development and implementation of sound internal control procedures.
- Prepares and manages the annual budget, which includes budgetary and staffing projections.
- Manages staff responsible for automation and information technology services, statistical analysis and reporting requirements, inventory control, and human resources management.
- Works with other government agencies on facilities management, communication systems, emergency preparedness and disaster recovery activities.
- Serves as the Court's Public Information officer to the public and court users. Serves as liaison with the Administrative Office of the U.S. Courts, The General Services Administration, the U.S. Marshal's Service, the U.S. Attorney's Office, and any other entities having business or relationships with the court.
- Conducts special studies as directed and prepares statistical and narrative reports.
- Works with members of the Bar on a variety of matters necessary to court activities.

Experience:

Experience required includes a minimum of ten (10) years of progressively responsible administrative experience in public service or business which provides a thorough understanding of organizational, procedural and human aspects in managing an organization. At least five (3) of the ten years of experience must have been in a position of substantial management responsibility. Candidate must be fluent in the use of technology, including mastery of Microsoft Office Suite, Microsoft Teams and Zoom. Bachelor's degree in public or business administration, or related field from an accredited college or university.

A master's degree or relevant post graduate certification, or a Juris Doctor (J.D.) degree is preferred.

Desirable qualifications include a strong interest, knowledge and demonstrated experience in implementation and management of new technology and automated functions; exceptional leadership skills and proven problem solver; provides innovative solutions to workplace problems and employee relations issues; in-depth working knowledge of processes of the court system; excellent project management skills; working knowledge of JIFMS, and CM/ECF; exceptional communication and interpersonal skills, along with a proven track record of leadership and accomplishment, preferably in a court environment; expertise in dealing with others in person-to-person work relationships; a professional demeanor, mature judgment and positive outlook.

Additional Information:

Employees of the United States Courts are not included in the government's Civil Service classification and are considered "at will" employees. Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request. Employees in Executive High Sensitive positions undergo an initial OPM Single Scope Background Investigation (SSBI). Appointments to the position are provisional and contingent upon the satisfactory completion of a 10-year, full-field Office of Personnel Management background investigation. Updates are required every five years. A negative finding may result in termination of employment.

Applicants must be U.S. Citizens or lawful permanent residents actively seeking citizenship. All information provided by applicants is subject to verification. Applicants are advised that false statements or omissions of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

Travel for the interview and relocation expenses will not be reimbursed.

Employee Benefits:

For information about benefits, please visit: [Judiciary Benefits](#)

How to Apply:

Qualified applicants are required to submit their documents using our [HR Employment Application System](#):

Application Packet and Tips:

- Address the Letter of Interest to Patty Nelson, Employee Relations Officer.
- AO78 Federal Judicial Branch Application for Employment (obtained at [Application](#)).
- Submit a resume with salary history.
- Submit a two-page narrative describing your management philosophy.
- Applicants should submit a copy of their most recent performance review or two letters of recommendation.

Incomplete applications will not be considered and only applicants selected for an interview will be contacted.

The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without prior notice.

The United States Bankruptcy Court is an Equal Opportunity Employer