



**UNITED STATES BANKRUPTCY COURT  
SOUTHERN DISTRICT OF IOWA**

**Position Vacancy  
2014/01**

Position:	Clerk of Court
Duty Station:	Des Moines, Iowa
Position Term:	Full-Time
Salary Range:	JSP 15-17 \$114,872-\$167,000
Application Opening Date:	February 28, 2014
Application Closing Date:	March 28, 2014
Employment Start Date:	May 1, 2014

**Position Overview**

The Clerk of Court is appointed by the Judges of the Court under the provisions of 28 U.S.C. § 156. The Southern District of Iowa has two bankruptcy judges and 13 employees in the clerk's office. The Clerk of Court is an executive level manager who reports directly to the Chief Judge of the United States Bankruptcy Court and is responsible for managing the administrative activities of the clerk's office and oversees the performance of the statutory duties of the office. The position requires an individual who possesses the leadership, management, communication skills and technical expertise necessary to anticipate and resolve complex administrative, budget, and operational challenges quickly and effectively. The Clerk consults with and makes recommendations to the Chief Judge relating to court policies and procedures. The Clerk is also the official custodian of the records and dockets of the Court and is accountable for all fees, costs, and other funds collected by the Court. As the certifying officer for the Court, the Clerk is responsible for the efficient use of the Court's human, fiscal, and physical resources, and manages the administrative, budget and operational activities of the clerk's office to ensure that its statutory duties are properly discharged. The Clerk works closely with the District Court and other federal courts, the Administrative Office of the United States Courts, various bar associations, governmental agencies, and the public. Responsibilities include, but are not limited to:

- Directing the reporting and accounting of all money received and processed through the office, including adapting and installing new or improved methods, systems and procedures for assuring the accuracy of accounts and for facilitating the receipt, deposit and disbursement of monies processed.
- Providing executive level support for development and implementation of information technology projects and oversight of space and facilities matters.
- Reviewing and analyzing organizational structure, functional assignments and duties to prepare for current and future organizational needs and shifts.
- Establishing and adjusting long range schedules, priorities, deadlines for completion of work assignments, and coordinating project design and implementation with other court units as needed.
- Establishing proactive relationships with the bar, other court units, Administrative Office committees, and governmental agencies to facilitate and improve the delivery of court services.
- Assigning, explaining and overseeing work of supervisors and administrative staff for all programs, functions, goals and processes.
- Performing personnel related duties including, but not limited to, hiring or recommending the selection of individuals for hiring, performance management, and personnel actions.
- Overseeing methods and systems for maintaining time and attendance records, per diem reimbursements and other matters affecting the compensation of court personnel.
- Supervising the preparation and submission of statistical reports relating to all cases filed and other reports required to reflect the workload of the Court and the office of the clerk of court.
- Performing other duties, as assigned.

## **Qualifications**

- Applicants must have ten or more years of progressively responsible administrative experience in public service, law, or business which provides a thorough understanding of the organizational, procedural, and human relations aspects of managing an organization. At least three of the ten years' experience must have been in a position of substantial management responsibility. Undergraduate, graduate, or legal education may be considered by the Court as a substitute for some of the required general experience.
- Court management experience is highly preferred.
- Applicants must be U.S. Citizens.

- Applicants should possess excellent leadership, organizational, and analytical skills, in addition to the following:

A performance history that clearly reflects skills, and demonstrable experience in managing a large detailed annual budget.

Outstanding writing, speaking, personal, and team building skills.

Ability to manage the Court's information technology, which includes, among others, Case Management/Electronic Case Files, Lotus Notes, Word Processing Applications, and a Financial Management System.

## **Education**

Preferred Education:

- A degree in business, public or judicial administration, or a related field from an accredited college or university.

Education/Experience Equivalents:

- A bachelor's degree from a college or university of recognized standing may be substituted for three years of the required experience; preferably such a degree should have included courses in law, government, public, business or judicial administration or related fields. A post-graduate degree in a related field is preferred and may be substituted for one additional year of the required general experience. A degree from an accredited law school may be considered as qualifying for up to two years of professional experience. Educational transcripts must be submitted for verification prior to the start of employment.

## **Information for Applicants**

The United States Bankruptcy Court is part of the judicial branch of the United States government. Court employees serve at will and are not included in the government's Civil Service classification. They are, however, entitled to similar benefits as other federal employees including paid vacation, sick leave, choice of health benefit plans, and participation in the Federal Employees Retirement System. This position is subject to mandatory electronic fund transfer participation for payment of net pay. Only applicants who are selected for interview will be contacted by the Court. Applicants selected for interviews must travel at their own expense. Relocation expenses will not be reimbursed. As a condition of employment, the selected candidate must successfully complete a ten-year background investigation and subsequent favorable suitability determination, and every five years thereafter will be subject to a re-investigation. The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement.

## Benefits

- 13 days of vacation per year for the first three years of service, 20 days of vacation per year after three years of service, 26 days of vacation per year after fifteen years of service
- 13 days of sick leave per year
- 10 holidays per year
- Medical coverage with a government contribution (choose from a variety of plans, health premiums may be deducted as pre-tax dollars, optional participation)
- Life insurance program with a government contribution (optional participation)
- Long-term disability insurance for employees and eligible family members (optional participation)
- Long-term care insurance (optional participation)
- Flexible Spending Program (pre-tax contributions for health/dependent care/transportation expenses, optional participation)
- Federal Employees Retirement System (FERS)
- Thrift Savings Plan (employer matching, similar to 401K, optional participation)
- Public transportation subsidy (dependent on fiscal year funding) or parking privileges

## Application Procedure

Qualified applicants must submit the following information:

- A cover letter including a narrative that:
  - outlines qualifications, relevant experience, management style and philosophy;
  - outlines major project involvement at the executive level with organizational impact;
  - addresses challenging experience in human resource management relating to personnel issues; and
  - describes any management experience with reduced or limited staffing and/or budget resources.
- Current resume detailing specialized experience, salary history, functions managed and number of personnel supervised.
- Contact information for three (3) professional references knowledgeable of employment history (including legal and technical knowledge), character and integrity.
- Completed Application for Judicial Branch Employment (AO 78)  
Available at: [www.iasb.uscourts.gov](http://www.iasb.uscourts.gov) or <http://www.uscourts.gov/forms/AO078.pdf>

Submit the documents via email to [Anita\\_Shodeen@iasb.uscourts.gov](mailto:Anita_Shodeen@iasb.uscourts.gov) as well as an original and one copy by mail MARKED CONFIDENTIAL to:

U.S. Bankruptcy Court  
U.S. Federal Courthouse Annex, Suite 447  
110 East Court Avenue  
Des Moines, IA 50309

Faxed applications will not be accepted

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