



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

Notice of Position Vacancy

Position:	Clerk of Court (2019-02 DSM)
Duty Station:	Des Moines, Iowa
Position Term:	Full-Time
Salary Range:	JSP 15-17 \$123,298 - \$192,591 (Commensurate with qualifications and experience)
Application Opening Date:	June 24, 2019
Application Closing Date:	Open until filled; preference given to applications received by July 31, 2019
Anticipated Start Date:	October 1, 2019

The United States Bankruptcy Courts for the Northern and Southern Districts of Iowa are seeking a senior level executive with experience as an administrator of a diverse and innovative organization to serve as the Bankruptcy Courts' Clerk of Court. Exceptional communication and interpersonal skills, along with a proven record of leadership and accomplishment are required, preferably in a court or law-related environment. The Clerk of Court works in collaboration with and reports directly to the Chief Bankruptcy Judges.

Starting in 2018 the Bankruptcy Courts for the Northern and Southern Districts of Iowa have been involved in a horizontal consolidation pilot project to determine whether shared services could produce a cost savings without decreasing services provided to judges, the bar and the public. During the pilot project the successful candidate will serve as Clerk of Court for both Districts which will require some travel. The pilot project is scheduled to sunset in August 2020, unless extended by agreement or under the terms of the Memorandum of Understanding entered into between the Districts. A copy of the MOU is available to applicants upon request and will be provided to the candidates that are invited to interview. At the time the shared arrangement concludes, the Clerk of Court may choose either Des Moines, Iowa or Cedar Rapids, Iowa as the permanent duty station for this position.

Position Overview

The Clerk of Court is appointed by the Judges of the Court, serves at the pleasure of the bankruptcy judges and is responsible for performing the statutory duties of the Office of the Clerk pursuant to 28 U.S.C. § 156. The Southern District of Iowa is in Des Moines, Iowa and has two bankruptcy judges and 13 employees in the clerk's office. The Northern District of Iowa is headquartered in Cedar Rapids, Iowa and has one judge, a divisional office in Sioux City, Iowa and 11 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 has overall management authority and responsibility for the non-judicial components of the court. 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 serves as the court's liaison to and works cooperatively with the District Court and other federal courts, the Administrative Office of the United States Courts, various bar associations, governmental agencies, media representatives and the public. Responsibilities include, but are not limited to:

- Working closely with the chief judge regarding court administration and policy;
- Creating a vision of excellence through strategic planning in an environment of limited and decreasing resources;
- Creating and maintaining a culture that values human resources and the contributions necessary to maintain a good customer service-based organization;
- Directing the processing of bankruptcy cases and adversary proceedings;
- 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;
- 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

- Serving as the Court's Public Information Officer;
- Other duties as directed.

Qualifications

- Must be a U.S. citizen or eligible lawful permanent resident seeking citizenship.
- A bachelor's degree with an emphasis in government, judicial, public or business administration or a related field; post-graduate degree in these areas is preferred.
- Candidates 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.
- Experience in the federal judiciary is preferred, with operational knowledge of the courts, office automation including automated case management systems, and a working knowledge of the Federal Rules of Bankruptcy Procedure and adversary proceeding case flow.
- Solid organizational, problem solving and conflict resolution, as well as outstanding oral and written communications skills are required. The successful candidate should be a leader and motivator who is able to clearly describe his or her demonstrative leadership style, vision and values.
- A performance history that clearly reflects skills, and demonstrable experience in managing a large detailed annual budget.
- Ability to manage the Court's information technology, which includes but is not limited to Case Management/Electronic Case Files, Lotus Notes, Microsoft Outlook, word processing applications and a financial management system.

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)
- Vision and dental insurance (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

This position is subject to mandatory participation in electronic funds transfer (direct deposit) for payroll.

Selection Process

The most qualified applicants will be invited to one (or more) personal interviews with the court. Persons selected for interviews will be required to travel to the designated location at their own expense. The court is not authorized to reimburse candidates for travel or relocation expenses.

Candidates progressing beyond the initial interview phase may be tested for eligibility.

Prior to appointment, the selectee considered for this position is required to undergo an FBI Background Check and Investigation. The selectee may then be appointed provisionally, and retention will depend upon a favorable suitability determination of the background investigation. As a condition of employment, employees are subject to updated background investigations every five years.

In addition, the incumbent must satisfactorily complete a six (6) month probationary period.

Application Procedure

To be assured consideration for this position, qualified applicants must submit the following:

- 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 a 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 or <http://www.uscourts.gov/forms/AO078.pdf>

Documents must be submitted in PDF format to: IASB_HR@iasb.uscourts.gov

The court reserves the right to modify the conditions of this job announcement, withdraw the announcement, or fill the position sooner than the closing date without prior notice. Incomplete applications, as well as those not submitted electronically, will not be considered. Only those applicants selected for interviews will be contacted.

The United States Bankruptcy Court is an equal opportunity employer and values diversity.