



**UNITED STATES BANKRUPTCY COURT**  
**DISTRICT OF KANSAS**

**Position Number:** WI 20-11  
**Position Title:** Division Manager  
**Location:** Wichita, Kansas  
**Opening Date:** September 4, 2020  
**Closes:** Open until filled, with preference given to applications received by September 25, 2020  
**Salary Range:** CL 28/1 – 29/25 (\$61,360 - \$91,231)

\*Starting salary is commensurate with qualifications, experience, and based upon Court Personnel System (CPS) [guidelines](#). Advanced in step placement up to step 61 in each grade may be available for exceptionally qualified candidates or current or prior federal employees.

**As an Equal Opportunity Employer, we value diversity in our workforce.**

**POSITION OVERVIEW:**

As a member of the management team, the Division Manager oversees the operations of the Wichita Clerk's Office, which is currently staffed with one Assistant Division Manager and five Case Administrators who provide support to the resident bankruptcy judge and visiting judges from the Kansas City and Topeka courthouses. This position reports to the Chief Deputy Clerk of Court.

**REPRESENTATIVE DUTIES:**

The Division Manager helps to develop, implement, evaluate and refine office policy and procedure. On local issues, the Division Manager acts as the primary liaison to the judges and their staff, other government agencies, attorneys and the public. This position is responsible for the quality and quantity of the work performed, assuring efficient and effective operations by directing and reviewing work distribution, evaluating work performance and developing staff.

The Division Manager plans and organizes court events at the Wichita courthouse and other locations in the district. The Division Manager oversees local space and facilities matters.

**QUALIFICATIONS:**

***Mandatory***

- At least three years\* of experience in applying recurring procedures and using specialized terminology that demonstrate the ability to apply a body of rules, regulations, directives, or laws.
- At least two years of this experience must be progressively responsible administrative, professional, supervisory or managerial experience that provided an opportunity to gain:
  - skill in dealing with others in person-to-person work relationships,
  - ability to exercise mature judgment, and
  - thorough knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the court unit.

- A high school diploma.
- At least one year of experience at or equivalent to the level below the level of the position for which the person is being considered.

\*Educational substitution is available for up to one year of general experience.

### ***Preferred***

The successful applicant will also have:

- An undergraduate or graduate degree from an accredited college or university in a business, legal, or management discipline;
- excellent verbal and written communication skills;
- proven leadership skills;
- thorough knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the court unit;
- ability to maintain confidentiality and exercise mature judgment;
- excellent interpersonal and customer service skills and the ability to interact with a wide variety of people tactfully and courteously;
- ability to manage, develop and mentor staff including establishing standards, assigning and reviewing work, conducting performance evaluations, and handling disciplinary actions;
- attention to detail and accuracy of work product;
- strong organizational skills and the ability to handle multiple assignments with frequent interruptions;
- professional demeanor and strong work ethic;
- ability to conduct effective staff meetings, keep management informed, and respond to requests from upper management; and
- ability to plan, manage and successfully execute ceremonies and events.

### **EMPLOYEE BENEFITS:**

1. 13 days paid vacation for each of the first three years
2. 20 days paid vacation after three years, 26 days after 15 years
3. 13 days paid sick leave
4. 10 paid holidays
5. Choice of healthcare coverage, including dental & vision coverage
6. Life insurance options
7. Participation in the Federal Employees Retirement System
8. Participation in the Thrift Savings Plan (tax deferred retirement savings plan)
9. Participation in the Long Term Care Insurance plan
10. Participation in the Flexible Benefits Program
11. Free parking
12. Free onsite fitness center

### **APPLICATION PROCEDURE:**

To apply for this position, please submit the following items in a single PDF document by email to [ksb\\_employment@ksb.uscourts.gov](mailto:ksb_employment@ksb.uscourts.gov):

- 1) a cover letter,
- 2) a chronological resume, and
- 3) a [Federal Judicial Branch Application for Employment\\*](#)

- Complete applications should be submitted by email to: [ksb\\_employment@ksb.uscourts.gov](mailto:ksb_employment@ksb.uscourts.gov)
- The Application for Employment form is available on the Court's website under the [Forms/Employment](#) tabs. Please note that there are separate forms for PC and Mac users.
- PLEASE NOTE: The subject line of the e-mail should include both the position title (Division Manager) and the position number (WI 20 - 11).

\*current District of Kansas employees do not need to submit the AO 78 application form.

**INFORMATION FOR APPLICANTS:**

The U.S. Bankruptcy Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. One or more positions may be filled from this vacancy announcement. This position is subject to mandatory participation in electronic payment of net pay (i.e. Direct Deposit) and a favorable background check, which may be subject to periodic updates. The U.S. Bankruptcy Court requires employees to adhere to a [Code of Ethics and Conduct](#). Due to the volume of applications received, the court may only communicate to those individuals who will be interviewed for open positions. Travel and relocation expenses will not be paid. Applicants must be United States citizens or [eligible to work for the United States Government](#).

\*\*\*THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER\*\*\*