



## Vacancy Announcement United States District and Bankruptcy Courts Western District of Missouri

Position	Court Executive (Clerk of Court)
Position Number	CUE-020216
Location	Kansas City, Missouri
Salary	\$158,292 - \$183,527 (JSP/CUE Grade 17-18)
Opening Date	February 4, 2016
Closing Date	March 18, 2016 at Noon

### Overview

The United States Courts for the Western District of Missouri was established in the year 1822. The Western District is divided into five divisions: Western (Kansas City), Central (Jefferson City), Southern (Springfield), Southwestern (Joplin), and Northern (St. Joseph). There are divisional offices in Jefferson City and Springfield in addition to the primary office in Kansas City. The Western District of Missouri is a fully consolidated court which includes the District and Bankruptcy Courts and Probation and Pretrial Services Office (hereafter referred to as Court). The mission of the Court is:

*To protect and preserve the rights and liberties of all people as guaranteed by the Constitution and the laws of the United States in a fair and impartial manner.*

The Court Executive is the chief executive officer of the Court appointed by the Court en banc and serving under the direction of the Chief District Judge and the Chief Bankruptcy Judge.

The Court Executive leads and directs the administrative and operational activities of all court units with three direct reports (Chief of District and Bankruptcy Operations, the Chief Administrative Officer, and the Chief of Probation and Pretrial Services) overseeing a staff of 250; provides administrative and operational support for 23 judicial officers; manages an operating budget of approximately \$21.9 million; bears personal liability for losses of appropriated or non-appropriated funds or court property; and oversees the performance of the statutory duties of the court unit.

### Major Duties

- Provide executive leadership, management and supervision for operations of all court units. Oversee the business of the court including the processing of cases, statistical reporting, case management and serving as custodian of official court records.
- Formulate, implement, monitor and modify organizational policy and court rules, which involves collaboration with judges and other court personnel. Interpret and apply the appropriate statutes, rules, and operating procedures.
- Develop and execute strategic long-range plans for all court units.
- Oversee recording of court proceedings, including assignment of court reporters, interpreters and recorders. Analyze the overall flow of cases within the court to ensure efficiency. Manage the jury operations of the court and make recommendations to improve juror utilization.
- Develop, implement, and enforce policies and practices to hire staff and secure physical assets of the court unit, which may include property management; the procurement of services and goods; human resources and training, including recruiting, hiring and firing processes; information technology policy, planning and implementation; emergency preparedness and disaster recovery activities; space and facilities needs for the court unit; and media, public relations, and public education for the court.

- Develop, administer, execute and monitor the budget and financial plan. Certify financial transactions the clerk's office and court, which may include responsibility for receipt and disbursement of funds and management of revenue and expenses. Serve as the sole disbursing officer for all court units. Direct the court's financial fiduciary responsibilities with regard to collections and payments.
- Coordinate and provide subject matter expertise for judicial committee and judges' meetings. Coordinate the activities of the merit selection panel for the appointment and reappointment of judges.
- Interact with the Administrative Office, Federal Judicial Center, other federal court units, the bar, government agencies, and the public to resolve complex issues of practice and procedure.

## Technical Qualifications

**Please ensure that your resume, application for employment, or a supplemental narrative statement thoroughly describes your experience with the following qualification requirements.**

1. Ten years of progressively responsible administrative experience in public service or business organization with at least three of those years in a position of substantial management responsibility and leadership.
2. Demonstrated experience developing and leading strategic thinking required in all aspects of an organization's effective and efficient use of financial, human capital, procurement, security and technology management resources in compliance with all applicable laws, rules and regulations.
3. Demonstrated ability to analyze, plan, organize, direct, adjust the functions and supervise, mentor, motivate and appraise the staff of an organization through subordinate supervisors to meet the program requirements and objectives within available resources.
4. Ability to effectively communicate complex and technical issues, both orally and in writing, including the ability to advocate successfully with diverse stakeholders and external partners, on matters related to the successful execution of a large-scale organization's mission, programs and projects.
5. An understanding of legal terminology and procedure and a working knowledge of Federal Rules of Criminal and Civil Procedure is preferred.

## Education Requirements

A bachelor's degree from a college or university of recognized standing is required. Such a degree should have included courses in law, public, business or judicial administration or related fields.

## Conditions of Employment

Selectee must successfully complete a ten-year background investigation, subject to a suitability determination, and every five years thereafter will be subject to a re-investigation.

Selectee must be a United States citizen or meet appropriations act citizenship requirements for federal employment (For non-U.S. citizens, please see:

[https://help.usajobs.gov/index.php/Employment\\_of\\_Non-citizens](https://help.usajobs.gov/index.php/Employment_of_Non-citizens))

Court employees must adhere to all Judicial Conference regulations, must follow the policies outlined in the *Guide to Judicial Policy*, and are bound by the ethical standards established by the chief judge and the Code of Conduct for Judicial Employees. The United States District and Bankruptcy Courts are part of the federal judiciary.

Although positions in the federal judiciary are comparable to civil service in salary, leave accrual and benefits, the Court Executive is an EXCEPTED service appointment. The CE is an AT-WILL employee who serves at the

pleasure of the court and, as a general rule, can be terminated by the court with or without cause. **The Court Executive is required to live in the State of Missouri.**

## Benefits

The following benefits are available for this position:

- 10 Paid Holidays each calendar year
- Annual and Sick Leave
  - 13 days of paid annual leave (for up to three years of federal service)
  - 20 days of paid annual leave (from 3-14 years of federal service)
  - 26 days of paid annual leave (15 or more years of federal service)
  - 13 days of paid sick leave ( unlimited accumulation)
- Insurance plans: Health, Dental, Vision, Life, Long-Term Care, and Long-Term Disability
- Flexible Spending Accounts (Health-care and Dependent-Care reimbursement accounts)
- Retirement System
- Thrift Savings Plan participation (with up to 5% employer matching contributions)

## Application Procedures and Information

Applicants **must** submit all of the following to be considered:

- A cover letter
- A detailed resume
- A completed application for Judicial Branch Federal Employment – form AO78  
Link to form: <http://www.uscourts.gov/forms/AO078.pdf>
- Contact information for three **professional** references
- Supplemental narrative statement addressing qualification requirements (**optional**)

Kathy Popejoy  
U.S. District Court - Western Missouri  
Charles Evans Whittaker Courthouse  
400 East 9<sup>th</sup> Street, Room 1510  
Kansas City, MO, 64106  
or via email to: [kathy\\_popejoy@mow.uscourts.gov](mailto:kathy_popejoy@mow.uscourts.gov)

**If submitting by mail, application materials must be received by 03/18/2016.  
Please call Kathy Popejoy at 816-512-5035 with questions.**

Candidates will be screened by a committee. The final selection will be made by the Court en banc. Candidates for interviews will travel at their own expense. The court is not authorized to reimburse expenses for relocation. Only those candidates selected for an interview will be contacted. The court reserves the right to modify the conditions of this job announcement. The Western District of Missouri is an equal opportunity employer and values diversity in the work place.