



## Vacancy Announcement United States District Court Western District of Missouri

Position	Divisional Manager
Position Number	DMGR-0117
Location	Springfield, Missouri
Salary	Grade CL27 to CL28 (Min: \$47,390 - \$92,336) (Starting salary will be based on education and experience and most likely fall in the middle of the range shown above).
Opening Date	January 9, 2017
Closing Date	January 27, 2017 by 5:00 p.m.

### 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 the St. Joseph division. The primary office is in Kansas City with two divisional offices in Jefferson City and Springfield. The Western District of Missouri has approximately 280 total employees (judges and staff) and 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 is currently seeking a Divisional Manager for its Springfield division. The person holding this position will maintain an office in Springfield, Missouri with occasional travel to the courthouses in Kansas City and Jefferson City, as well as other locations for training and business meetings. Management professionals from other Districts within the Judiciary that are willing to relocate are welcome to apply, and all applicants should visit [www.mow.uscourts.gov](http://www.mow.uscourts.gov) for general information about the Court.

### Position Description

The Divisional Manager is the senior Clerk's Office person responsible for overseeing the work accomplished by the Clerk's office divisional employees. The Divisional Manager performs a full range of high level functional duties as well as supervisory duties. As part of the management team, the Divisional Manager works with the Court Executive, Chief Deputies, Chambers, and administrative management staff to develop short and long range goals for the court including the development, implementation, and refining of local rules, office policies, procedures, and programs. This position will report directly to the Chief Deputy of Operations and supervises a staff of 4-5 deputy clerks serving one U.S. District Judge and one U.S. Magistrate Judge, in addition to any judges visiting the divisional office to conduct court proceedings.

### Primary Duties

Duties of the Divisional Manager include, but are not limited to, the following:

- Performs all duties and responsibilities required of a supervisor for the personnel supervised. Oversees the training, development and evaluation of employees. Administers personnel matters, and deals effectively with employees. Recommends personnel actions such as: selections, promotions, reassignments, disciplinary actions, and separations; assists with interviewing candidates for position openings. Plans, coordinates and schedules work projects.

- The Divisional Manager will work with the Chief Deputy of Operations in carrying out building management duties.
- Maintains open communications with the judicial officers and chambers staff.
- Performs administrative maintenance of the division (e.g., telephone, space and procurement). Determines material, equipment, and facilities necessary to accomplish the work.
- Makes decisions on controversial work problems presented by subordinates.
- Communicates the policies, procedures, and objectives of management to employees to enhance the overall capability/productivity of the total organization. Deals effectively, fairly and consistently with employees concerning their suggestions, complaints, and other employee related matters.
- Significant responsibility in dealing with other units within and outside the Court System.
- Assists in compliance with Federal and local rules, as well as special procedures peculiar to the court by reminding attorneys of their procedural responsibilities, and resolving procedural problems.
- Acts as liaison with other court departments, outside organizations, other federal agencies as well as the Administrative Office of the U.S. Courts.
- Assists the Chief Deputy of Operations in monitoring judicial officer caseloads and draw assignments as necessary.
- Assists or directly works with financial and jury matters.
- Prepares statistical reports for the divisional office and submits data as required to the Administrative Office of the U.S. Courts.

### **Leadership Qualifications**

The Court is looking for a strong leader dedicated to providing the highest levels of customer service to judicial officers, attorneys and litigants. The Court is also searching for a candidate committed to employee development and to helping employees expand skill sets and to achieve individual and team goals. Top applicants will have experience motivating both new and tenured employees and be ready to evaluate how the department should be organized to best meet the changing needs of the court and its customers. Top applicants should also be committed to using technology to further the mission of the court and to increase efficiency during lean budget times.

### **Additional Qualifications**

- A Bachelor's degree is preferred and a Master's degree in Business, Public Administration, Political Science, or Criminal Justice is highly desirable.
- Must possess at least three years of progressively responsible administrative, technical, professional, supervisory or managerial experience which provides an opportunity to acquire: (a) skill in developing the interpersonal work relationships needed to lead a team of employees, (b) the ability to exercise mature judgment, or (c) a thorough knowledge of the basic concepts, principles, policies, theories of management and the ability to understand the managerial policies applicable to the judiciary unit involved.
- Must possess a minimum of five years of supervisory experience in management, operations or administration with at least 3-4 direct reports.
- A performance history that demonstrates proven skills in management practices, administrative processes and court procedures with a working knowledge of legal and court terminology.

- Ability to communicate effectively with others, both orally and in writing.
- Ability to organize and prioritize work to meet deadlines, maintain confidentiality, and interact tactfully with attorneys and individuals within the court.
- Proficiency in the use of computers and applicable software applications, particularly Microsoft Office applications (Word, PowerPoint and Excel) and CM/ECF.
- Strong organizational and leadership skills and the ability to exercise mature judgment, problem solving and conflict resolution skills.
- Ability to understand statistical data, and to perform data analysis using various evaluation methodologies and tools.
- Ability to maintain high ethical standards and a positive work attitude.
- Ability to multi-task and to adapt and lead in a changing work environment.
- Prior court experience is strongly preferred but not required.

## Conditions of Employment

Selectee will be subject to an FBI background check. Employment will be considered provisional until the FBI background check is completed.

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.

## 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

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

- A cover letter;
- A detailed resume, including functions managed and the number and composition of personnel supervised;
- Contact information for three **professional** references;
- A completed application for Judicial Branch Federal Employment – form AO78  
Link to form: <http://www.uscourts.gov/forms/AO078.pdf>

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)

## Miscellaneous Information

Only qualified applicants who submit all the required items listed above will be considered for this position. Only those candidates selected for an interview will be contacted. The court is not authorized to reimburse expenses to travel for interviews or for relocation. The court reserves the right to modify the conditions of this vacancy announcement. The Western District of Missouri is an equal opportunity employer and values diversity in the work place.