

**Notice of Career Opportunity  
United States Bankruptcy Court  
Western District of Missouri**

**Position:** Bankruptcy Operations Manager  
**Location:** Kansas City, Missouri  
**Salary Range:** CL 28 (\$55,579 - \$90,375) or  
CL 29 (\$60,093 - \$107,465)  
(based on experience, qualifications and/or current grade)  
**Closing Date:** February 5, 2014

The United States Bankruptcy Court for the Western District of Missouri is seeking a Bankruptcy Operations Manager due to a retirement. The person holding this position will maintain an office in Kansas City, Missouri with occasional travel to the courthouses in Springfield and Jefferson City as well as other locations for training and meetings. The Western District is a fully consolidated court (Bankruptcy, District, Probation and Pretrial) comprised of three divisional offices and approximately 275 total employees. Three Bankruptcy Judges are in residence at the courthouse in Kansas City, and they also hold court in the divisional locations as well as St. Joseph and Carthage, Missouri. Management professionals from other Districts 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 Western District (WDMO).

**Position Description**

The Bankruptcy Manager will report to the Chief of Operations and the Court Executive and will serve as the primary liaison with the Bankruptcy Judges, the trustees, the public and the members of the bar. The Bankruptcy Manager will directly supervise the Courtroom Deputies and Case Administration Supervisors and will have overall responsibility for all WDMO bankruptcy personnel. This position has supervisory responsibility for administration of all bankruptcy operations, including intake, case administration, the CM/ECF database, records management, courtroom services and application of the WDMO local rules and the Federal Rules of Bankruptcy Procedure.

As a member of the consolidated district leadership team, the Bankruptcy Manager will work with other managers and colleagues to establish short and long-term goals for the District, including the development and implementation of policies, procedures, and programs.

**Primary Duties**

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

- Serves as the primary operations contact with judicial officers and chambers staff.
- Manages the flow of the overall bankruptcy docket, including calendaring, reporting, judicial officer caseloads and CM/ECF quality control.
- Liaises with other court departments, the Administrative Office of the U.S. Courts, outside bar organizations and other federal agencies, including especially the U.S. Trustee's Office for Region 13, the Chapter 13 Trustee and individual trustee offices.

- Monitors compliance with the Federal and Local Bankruptcy Rules and identifies and assists in drafting appropriate revisions to local rules, procedures and forms.
- Oversees the selection, training, development and evaluation of employees. Plans, prioritizes and schedules work and projects, directing staff to ensure that performance and quality standards are met in a timely manner.
- Communicates the policies, procedures, and objectives of management to employees and solicits employee feedback and suggestions as to such policies and procedures.
- Works with the Information Technology (IT) department to develop modifications to the CM/ECF database and to utilize technology to improve service to the bar and the public.
- Prepares statistical reports for the District and submits data as required to the Administrative Office of the U.S. Courts or the 8<sup>th</sup> Circuit Court of Appeals.

### **Leadership Qualifications**

The Western District is looking for a strong leader dedicated to providing the highest levels of customer service to judicial officers, attorneys and litigants. The District is also searching for a candidate committed to employee development and to helping employees expand skills and 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**

- Prior federal court experience or experience in the bankruptcy field or a related legal field is required.
- A Bachelor's degree is preferred and an advanced degree in a legally-related field is highly desirable. Those who have practiced bankruptcy law or served as a law clerk to a Bankruptcy Judge are welcome to apply.
- 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.
- A minimum of five years of progressively responsible experience in management, operations or administration. At least three years management experience with a minimum of 3-5 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 in the bankruptcy context.

- Ability to communicate effectively with others, both orally and in writing, and to maintain confidentiality as necessary.
- Ability to organize and prioritize work to meet deadlines, to multi-task and to 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.
- High ethical standards, a positive work attitude and a commitment to teamwork.

### **Application Procedure**

Qualified applicants should submit the following:

- A cover letter;
- Your detailed resume, including functions managed and the number and composition of personnel supervised;
- Completed AO-78 Application for Judicial Branch Federal Employment (<http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>); and
- A writing sample demonstrating general writing skills and problem-solving or legal analysis.

**Materials should be submitted no later than 5:00pm CDT on February 5, 2014 to:**

Michele Nelson, U.S. Bankruptcy Court  
 Charles Evans Whittaker Courthouse  
 400 East 9th Street, Room 1510  
 Kansas City, MO 64106  
 Email: Michele\_Nelson@mow.uscourts.gov

**Only qualified applicants who submit all of the items listed above will be considered for this position.** As a condition of employment, the selected candidate will be subject to an FBI background check. Employment will be considered provisional until the FBI background check is completed. 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.