



Vacancy Announcement United States Bankruptcy Court Western District of Missouri

Position:	Team Leader
Position Number:	BK121624
Location:	Kansas City, Missouri
Starting Grade/Range:	CL 27 (\$58,939 - \$95,816) Based on experience/education
Opening Date:	12/16/2024
Closing Date:	Open Until Filled

Overview of Position

This position is located in the Bankruptcy Court clerk's office in Kansas City, Missouri. The team leader provides day to day administrative and technical supervision of case administrators. Responsible for quality and quantity of work performed by the team. Ensures adherence to policies, guidelines, and procedures. Administers personnel matters and manages subordinate employee relations. The incumbent will furnish information to a wide variety of people within and outside the Court. This position reports directly to the Bankruptcy Operations Manager.

Primary Duties:

- Possesses detailed knowledge of procedures, policies, rules, and processes pertaining to case administration and personnel matters.
- Train staff, attorneys and public in the use of ECF (electronic case filing).
- Maintains statistical data on quantity and quality of work performed to identify weaknesses, progress, and improvement and provides information and feedback to management and staff.
- Schedules, assigns work and solves routine problems related to work supervised.
- Provides formal and on the job training to subordinate staff and monitors' progress.
- Evaluates subordinate employee work performance and provides feedback and reports; recommends appropriate personnel actions.
- Coordinates activities with chambers staff, management, and other court-related agencies.
- Answers queries on case status, case administrating and office procedures.
- Maintains a consistent acting supervisory presence by providing leadership for case administrators, and intervening in everyday questions, problems, and conflicts.
- Performs quality control on support staff's work and monitors staff work assignments to ensure that the work is being completed timely.
- Provides backup coverage for staff when required.
- Reviews and approves time sheets and leave requests to ensure sufficient office coverage.
- Acts as back-up when the Operations Manager is out of the office.
- Reviews public requests for electronic filing access via Central Sign On and monitors attorney admissions status.

Leadership Qualifications

The Western District is looking for a strong leader dedicated to providing the highest levels of customer service to judicial officers, management, and staff. The district is also searching for a candidate committed to employee development and to helping employees expand skill sets and to achieve individual and team goals. Applicants should 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.
- Three years of case administrator experience is preferred.
- A performance history that demonstrates proven skills in 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.
- Ability to understand statistical data, and to perform data analysis using various evaluation methodologies and tools.
- High ethical standards and a positive work attitude.
- Ability to multi-task, adapt and lead in a changing work environment.
- Management experience is preferred.

Application Procedure

For consideration, qualified applicants must apply by sending a PDF or Word file containing a cover letter, detailed resume, AO78 and three business references to:

Michele Nelson, Human Resources Specialist
Email: michele_nelson@mow.uscourts.gov