

**The United States District Court  
Western District of Missouri  
Vacancy Announcement #01042021**



**Position:** CM/ECF SPECIALIST I / TEAM LEAD  
**Location:** Kansas City, Missouri  
**Salary:** CL 27 (\$51,729 – \$84,057)  
**Open:** January 4, 2021  
**Close:** January 22, 2021

\*\*\*\*Position is only open to current Judiciary employees\*\*\*\*

**Overview of Position:**

This position is located in the Clerk's office of the United States District Court for the Western District of Missouri. The incumbent is an expert user of the District CM/ECF system, has primary responsibility for system dictionary maintenance, and serves as a District CM/ECF subject matter expert. This position will also assist in the supervision of the case processing department. This position reports to the District Operations Manager.

**Primary Duties include:**

CM/ECF Dictionary

Customize CM/ECF by modifying the system's event dictionary and modifying various aspects of the application end user interface via changes to the existing program code. Configure and test new CM/ECF releases as required. Test and verify requested dictionary changes before they are put into production. Create, maintain and distribute instructions and information relating to CM/ECF dictionary changes to managers and court staff. Maintain District CM/ECF Procedures and Quality Control manuals. Coordinate with managers the testing of new District CM/ECF system functions and releases. Maintain a current knowledge of case processing and docketing procedures for all case types. Monitor CM/ECF LISTSERV for information about issues occurring in other courts. Actively research methods and procedures used in other courts for possible local use. Perform other duties as assigned.

Supervision

Plan and distribute work, as well as setting priorities and work schedules. Develop organizational goals and objectives, including establishment and adjustment of long range schedules and priorities with respect to CM/ECF. Keep staff informed of new policies and procedures or changes in policies and procedures regarding the case processing department. Recommend or counsel superiors on proposed changes to enhance the overall capability/productivity of the case processing department.

**Qualifications:**

- A minimum of two years of supervisory or managerial experience that provided an opportunity to gain skills in developing the interpersonal work relationships needed to lead a team of employees; the ability to exercise mature judgment; and a thorough knowledge of the basic concepts, principles, and theories of management and the ability to apply management policies in the court environment.
- Excellent interpersonal skills and the ability to communicate and interact at all levels, internally and externally; outstanding business communication skills, both orally and in writing; ability to develop effective working relationships with staff, customers, colleagues and all stakeholders.
- Solid computer skills are required.
- Exceptional knowledge of CM/ECF, including dictionary, is required.
- Applicant should have strong organizational skills and ability to problem solve.
- Bachelor's degree from an accredited four-year college or university is preferred.

**Application Procedure:**

Qualified applicants should submit a resume, detailed cover letter, 3 professional references and the AO form 78 by January 22, 2021 to: Michele Nelson @ [michele\\_nelson@mow.uscourts.gov](mailto:michele_nelson@mow.uscourts.gov)