

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF WISCONSIN**

VACANCY ANNOUNCEMENT 22-02

Position: **Clerk of Court**

Opening Date: **June 1, 2022**

Closing Date: **Open until filled**

Position Starting Date: **December 1, 2022**

Salary Range: **\$184,476 - \$213,887 (JSP 17)**
(depending upon qualifications and experience)

Location: **Milwaukee, WI**

POSITION OVERVIEW:

The United States Bankruptcy Court for the Eastern District of Wisconsin is seeking a senior level executive to serve as Clerk of Court. The Bankruptcy Judges of the district appoint the Clerk of Court, who has overall management authority and responsibility for the court's non-judicial functions. The role includes working closely with the Chief Judge to ensure that the court's administrative and operational needs are met and that the office's statutory duties are carried out.

The position requires a dynamic leader with superior management abilities and technical expertise. Exceptional communication and interpersonal skills, along with a proven record of leadership and accomplishment are required. Experience in the federal judiciary is preferred, with operational knowledge of the courts, office automation, financial and budget management, human resources, and strategic planning.

The position is based in Milwaukee, Wisconsin, and requires some travel, both inside and outside the state of Wisconsin. The clerk's office currently has 34 staff and provides operational and administrative support to the court's four judges.

DUTIES AND RESPONSIBILITIES:

- Manages the administrative activities of the clerk's office and oversees the performance of the statutory duties of the office.
- Consults with and makes recommendations to the judges regarding court policies and procedures.
- Serves as a liaison to the Administrative Office of the U.S. Courts, the Seventh Circuit, the U.S. Trustee, the bar association, trustees, the General Services Administration, the U.S. District Court, and other agencies on a variety of matters necessary to court activities such as information technology, security, case management, and space planning.
- Acts as the court's certifying financial officer and directs the court's financial services functions, which include purchasing, disbursement, accounts receivable, procurement, property management, and budget formulation.

- Manages staff responsible for information technology planning and implementation, including the court's case management and electronic case filing system.
- Directs staff responsible for the processing of bankruptcy cases, the maintenance of official records, and court calendar management.
- Provides executive level support and oversight of space and facilities matters and property management.
- Reviews and analyzes the organizational structure of the clerk's office, oversees hiring processes, appoints personnel, establishes human resources policies in conformance with The Guide to Judiciary Policy, and oversees performance management.
- Creates a vision of excellence through strategic planning in an environment of limited and decreasing resources.
- Provides the administrative and operational infrastructure necessary to efficiently and effectively achieve the court's mission including hiring, assigning, and training of personnel.
- Creates and maintains a culture that values human resources and the contributions necessary to maintain a good customer services-based organization.
- Directs development and administration of comprehensive emergency preparedness plans.
- Coordinates and prepares statistical studies and reports as required by the court, the circuit, the Administrative Office of the U.S. Courts, and the Judicial Conference of the United States.
- Performs other tasks requested, and duties designated, by the judges.

QUALIFICATIONS

This position requires a minimum of 10 years of progressively responsible administrative experience in public service or business that provides a thorough understanding of organizational, procedural, and human aspects in managing an organization.

At least three of the 10 years of experience must have been in a position of substantial management responsibility. Such experience should include operational knowledge of the courts, financial management, space and facilities management, human resources management, oversight of information technology, and long and short-range planning.

A bachelor's degree is required and preference may be given to candidates whose bachelor's or graduate degree is in government, judicial, public, or business administration. A J.D. and bankruptcy or other federal court experience is beneficial.

The candidate should be able to show a history of being a proactive, collaborative, and positive manager who possesses the ability to implement changes and solve problems in creative and innovative ways.

SALARY AND BENEFITS:

The actual pay level will be established by applying the Judicial Salary Plan of the United States Courts to the successful applicant's qualifications. Employees of the United States Courts are not included in the government's Civil Service classification and are hired as excepted service, "at will" employees. The successful applicant is required to participate in Electronics Funds Transfer for receipt of net pay.

The available benefits package includes:

- Eleven (11) paid holidays per year
- Paid annual leave and paid sick leave
- Participation in Federal Employee Retirement System

- Optional participation in:
 - Tax deferred retirement savings and investment plan under Thrift Savings Plan with matching employer contributions
 - Choice of insurance plans under Federal Employees' Health Benefits Program
 - Choice of insurance plans under Federal Employees Dental and Vision Program
 - Federal Employees' Group Life Insurance
 - Flexible Benefits Program for Health Care Reimbursement and Dependent Care Reimbursement
 - Commuter Benefit Program
 - Federal Long-Term Care Insurance Program

INFORMATION FOR APPLICANTS:

The United States Bankruptcy Court is a part of the judicial branch of the United States Government.

The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written or other notice.

Only qualified applicants will be considered for this position.

Applicants must be United States citizens or eligible to work in the United States.

Only applicants selected for an interview will be notified. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided.

Applicants are required to answer the background information questions numbers 18-20 on the AO-78, Federal Judicial Branch Application for Employment, which is available on our website at www.wieb.uscourts.gov under the "Court Information/Careers" page.

As a condition of employment, the selected candidate must successfully complete a 10-year background investigation and will be subject to re-investigation every five years thereafter. Before appointment, the court will conduct preliminary screening, including checking professional references, a fingerprint check and credit check. Employment will be provisional until the full background investigation is successfully completed and the chosen applicant receives a favorable suitability determination. All information provided by applicants is subject to verification.

Employees are required to adhere to the Code of Conduct for Judicial Employees, which is available to applicants to review upon request.

The United States Bankruptcy Court for the Eastern District of Wisconsin is an Equal Opportunity Employer.

APPLICATION PROCEDURE:

Interested candidates must submit: (1) a cover letter; (2) Judicial Branch Federal Employment Application (AO-78), which, as noted above, is available on our website at www.wieb.uscourts.gov under the "Court Information/Careers" page, and the applicant is REQUIRED to answer questions 18-20; (3) a résumé that details experience and qualifications; and (4) two professional references (with phone numbers).

On or after July 1, 2022, the judges may begin considering candidates who have submitted all of the required materials.

Please submit application materials electronically to hr_wieb@wieb.uscourts.gov.