



## UNITED STATES BANKRUPTCY COURT FOR THE NORTHERN DISTRICT OF IOWA

### NOTICE OF POSITION VACANCY

**Position:** Clerk of Court (2012-03CR)  
**Classification:** JSP 15 to JSP 18 (Salary Range \$113,735 - \$165,300)  
(Commensurate with Qualifications)  
**Location:** Cedar Rapids, Iowa  
**Opening Date:** December 17, 2012  
**Closing Date:** Open Until Filled (First Review: February 14, 2013)

The United States Bankruptcy Court for the Northern District of Iowa is seeking a senior level executive with experience as an administrator of a diverse and innovative organization to serve as the Bankruptcy Court's Clerk of Court. Exceptional communication and interpersonal skills, along with a proven record of leadership and accomplishment are required, preferably in a court or law-related environment. The Clerk of Court for the U.S. Bankruptcy Court for the Northern District of Iowa works in collaboration with and reports directly to the Chief Bankruptcy Judge. This position is located in Cedar Rapids, Iowa.

#### **The Position**

The Clerk of Court is appointed by the bankruptcy judges and has overall management authority and responsibility for the non-judicial components of the court. The Clerk occupies the highest non-judicial position in the court and works closely with the chief judge in assuring that the administrative and operational needs of the court are effectively and efficiently met. The Clerk supervises a staff of 13 clerk's office employees and provides operational support to two bankruptcy judges. The Clerk is also responsible for providing administrative support services in the areas of human resources, systems technology, space, facilities, budget, and court staff, including the Office of the Clerk. The Clerk serves as the court's liaison to and works cooperatively with federal and local government agencies, bar groups, media representatives, and the public. The Clerk serves at the pleasure of the bankruptcy judges and is responsible for performing the statutory duties of the Office of the Clerk pursuant to 28 U.S.C. §156(e) and (f).

The Clerk of Court performs duties which include, but are not limited to:

- working closely with the chief judge regarding court administration and policy;
- creating a vision of excellence through strategic planning in an environment of limited and decreasing resources;

- providing the administrative and operational infrastructure necessary to efficiently and effectively achieve the court's mission including hiring, assigning, and training of personnel;
- creating and maintaining a culture that values human resources and the contributions necessary to maintain a good customer service based organization;
- directing the processing of bankruptcy cases and adversary proceedings;
- promoting and maintaining the integrity of official court records in the custody of the Clerk;
- directing and overseeing the court's property, procurement, and financial management programs, and ensuring proper oversight in the development, revision, and maintenance of internal control procedures;
- preparing and managing the court's annual budget;
- facilitating the court's use of technology and automation;
- analyzing and making recommendations on statutes, local rules, and procedures affecting the operation of the court;
- directing development and administration of comprehensive emergency preparedness plans;
- coordinating and preparing statistical studies and reports as required by the court, the circuit, the Administrative Office of the United States Courts, and the Judicial Conference of the United States;
- serving as the Court's Public Information Officer; and
- performing special duties as directed.

### **Qualification Standards**

A bachelor's degree with an emphasis in government, judicial, public, or business administration or a related field is **required**. A post-graduate degree in these areas is preferred.

Candidates must have a minimum of 10 years of progressively responsible administrative experience (e.g., financial management, space and facilities management, human resources management, oversight of information technology, and long and short range planning) in public service or business which provides a thorough understanding of the organizational, procedural, and human aspects of managing an organization. At least 3 of the 10 years experience must have been in a position of substantial management responsibility.

Experience in the federal judiciary is preferred, with operational knowledge of the courts, office automation, including automated case management systems, and a working knowledge of the Federal Rules of Bankruptcy Procedure and adversary proceeding case flow.

Solid organizational, problem solving, and conflict resolution, as well as outstanding oral and written communications skills, are required. The successful candidate should be a leader and motivator who is able to clearly describe his or her demonstrative leadership style, vision and values.

## **Selection Process**

The most qualified applicants will be invited to one (or more) personal interviews with the court. Persons selected for interviews will be required to travel to the designated location at their own expense. The court is not authorized to reimburse candidates for travel or relocation expenses.

Candidates progressing beyond the initial interview phase may be tested for eligibility.

Prior to appointment, the selectee considered for this position is required to undergo an FBI Background Check and Investigation. The selectee may then be appointed provisionally, and retention will depend upon a favorable suitability determination of the background investigation. As a condition of employment, employees are subject to updated background investigations every five years.

In addition, the incumbent must satisfactorily complete a six (6) month probationary period.

## **Benefits**

Benefits include paid vacation and sick leave, health benefits, life insurance, and disability insurance, retirement benefits, and a tax-deferred savings plan. This position is subject to mandatory participation in electronic funds transfer (direct deposit) for payroll.

## **Procedures for Applying**

**To be assured consideration for this position, please submit the following:**

- **Application for Judicial Branch Federal Employment**  
(Link to this document is found on the court's web site at [www.ianb.uscourts.gov](http://www.ianb.uscourts.gov) )
- **Cover letter and Resume** (include announcement number)
- **References**

**Documents must be sent in PDF format to: [hr@ianb.uscourts.gov](mailto:hr@ianb.uscourts.gov)**

*The court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice.*

*Incomplete applications, as well as those not submitted electronically, will not be considered.*

*Only those applicants selected for interviews will be contacted.*

***The United States Bankruptcy Court is an Equal Opportunity Employer.***