



## U.S. Bankruptcy Court Western District of Wisconsin Career Opportunity

Position: Clerk of Court  
Vacancy Number: 22-05  
Location: Madison, Wisconsin  
Salary: JSP 17 (\$176,690-\$187,300)  
Date Posted: April 7, 2022  
Closing Date: May 18, 2022

\*Transfers will be considered with the potential for a match to current salary.

### **Position Overview**

The United States Bankruptcy Court for the Western District of Wisconsin is seeking a senior level executive to serve as Clerk of Court. Exceptional communication and interpersonal skills, along with a proven record of leadership and accomplishment, are required, preferably in a court environment. 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 experience.

### **About the Court**

The United States Bankruptcy Court for the Western District of Wisconsin is located in Madison, Wisconsin with a Divisional Office located in Eau Claire, Wisconsin. The court has two authorized judges and currently is served by four judges through the cross-designation process. The court handles a variety of Chapter 7, 11 and 13 cases in addition to handling one of the highest volumes of Chapter 12 cases.

### **Summary of Representative Duties and Responsibilities**

The Clerk of Court reports the Chief Bankruptcy Judge 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 the administrative and operational needs of the court are effectively and efficiently met. The Clerk communicates regularly with the clerk's office staff, the General Services Administration, other court unit executives, the Administrative Office of the U.S. Courts, the Federal Judicial Center, and bar associations. The Clerk also serves as the Court's liaison to and works cooperatively with the District Court, federal and local government agencies, media representatives, and the public. Occasional travel and public speaking may be required.

The Clerk supervises a staff of 17 clerk's office employees and provides operational support to four 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 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 and other Judges regarding court administration 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 services-based organization;
- Directing the processing of bankruptcy cases and adversary proceedings;
- Promoting and maintaining the integrity of official court record 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, which includes budgetary and staffing projections;
- 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 U.S. Courts, and the Judicial Conference of the United States;
- Directing staff responsible for space and facilities management and planning; and
- Performing other duties as assigned

### **Qualifications**

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

At least three of the ten 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 have a proactive, positive approach to managing change and a creative, innovative approach to planning and problem solving.

## **Conditions of Employment**

Employees of the United States Courts are not included in the government's Civil Service classification and are considered "at will" employees.

Applicants must be United States citizens or lawful permanent residents actively seeking citizenship. The position of Clerk of Court is an Executive High-Sensitive position within the federal judiciary. As a condition of employment, the selected candidate must successfully complete a ten-year background investigation and every five years thereafter will be subject to a re-investigation. Prior to appointment, the court will conduct preliminary screening, including checking professional references, a fingerprint check and credit check. Employment will be provisional pending the successful completion of the full background investigation and subsequent favorable suitability determination. All information provided by applicants is subject to verification.

This position is subject to mandatory electronic direct deposit of salary payment.

*The U.S. Bankruptcy Court provides reasonable accommodations to applicants with disabilities.*

## **Benefits**

Federal benefits include paid vacation and sick leave, paid holidays, and retirement benefits. Optional benefits include health and life insurance, disability and long-term care insurance, dental and vision insurance, and a tax-deferred savings plan.

## **Procedures for Applying**

In order to be considered for this position, go to:

[HR Employment Application System](#)

Complete the information fields and attach:

1. A cover letter
2. Judicial Branch Federal Employment Application (AO78). The AO78 is included in the link. The applicant is REQUIRED to answer questions 18-20;
3. A resume that details experience and qualifications;
4. Two professional references (with phone numbers); and
5. A concise narrative of no more than two pages describing the applicant's leadership style, vision and values

Incomplete application packets will not be considered.

### **Please note:**

Only applicants who are selected for an interview will be contacted. Travel to Madison is at the applicant's own expense. A Zoom interview is possible for out of state applicants who choose not to travel.

The court reserves the right to modify the conditions of this job announcement or to withdraw the announcement at any time without prior written or other notice. Relocation assistance may be available depending on budgetary constraints.

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