



## Vacancy Announcement United States District Court Western District of Missouri

Position	Divisional Manager
Position Number	DMGR-072116
Location	Jefferson City, Missouri
Salary	Grade CL27 to CL28 (Min: \$47,390 - \$92,336) (Starting salary will be based on education and experience and most likely fall in the middle of the range shown above).
Opening Date	July 21, 2016
Closing Date	August 12, 2016 by 5:00 p.m.

### Overview

The United States District Court for the Western District of Missouri is currently accepting applications for a Divisional Office Manager. The incumbent of this position performs a full range of high level functional duties as well as supervisory duties. The Divisional Manager is the senior Clerk's Office person responsible overseeing the work accomplished by the Clerk's office divisional employees. As part of the management team, the Divisional Manager works with the Court Executive, Chief Deputies, Chambers, and administrative management staff to develop short and long range goals for the court including the development, implementation, and refining of local rules, office policies, procedures, and programs. This position will report directly to the Chief of Operations and supervises a staff of four to five deputy clerks serving one U.S. District Judge and one U.S. Magistrate Judge, in addition to any judges visiting the divisional office to conduct court proceedings.

### Primary Duties

The Divisional Manager performs duties and carries responsibilities such as the following:

- Performs all duties and responsibilities required of a supervisor for the personnel supervised. Oversees the training and development of employees. Administers personnel matters, and deals effectively with employees. Evaluates employee performance. Recommends personnel actions such as: selections, promotions, reassignments, disciplinary actions, and separations; assists with interviewing candidates for position openings. Plans, coordinates and schedules work operations.
- The Divisional Manager will work with the Chief of Operations in carrying out building management duties.
- Maintains open communications with the judicial officers as well as good relationships with chambers staff.
- Administrative maintenance of the division (e.g., telephone, space and procurement). Determines material, equipment, and facilities necessary to accomplish the work.
- Makes decisions on controversial work problems presented by subordinates.
- Directs the staff to assure that time and performance quality schedules are met.
- Communicates the policies, procedures, and objectives of management to employees to enhance the overall capability/productivity of the total organization. Deals effectively with employees concerning their suggestions, complaints, and other employee related matters.
- Assures equity among subordinate employees in terms of performance standards, rating techniques of employees and work performed.

- Significant responsibility in dealing with other units within and outside the Court System.
- Assists in compliance with Federal and local rules, as well as special procedures peculiar to the court by reminding attorneys of their procedural responsibilities, resolving procedural problems.
- Assists or directly works with financial and jury matters.
- Prepares statistical reports for the divisional office.
- All other duties as assigned.

## Qualifications

A high school graduate, or the equivalent. A Bachelor's degree is preferred and a Master's degree from an accredited university in Business or Public Administration, Political Science, or Criminal Justice is highly desirable.

Previous court experience is preferred. Must have 5 years supervisory experience, and must have at least two years specialized experience.

Specialized experience consists of progressive responsibilities in administrative, technical supervisory, managerial, or professional work, which provides an opportunity to acquire: (a) skill in dealing with others in a person-to-person work relationship, (b) the ability to exercise mature judgment, or (c) a thorough knowledge of the basic concepts, principles, policies, and theories of management.

Must demonstrate excellent ability to communicate effectively with others, both orally and in writing. Ability to organize work to meet deadlines, maintain confidentiality, and interact tactfully with attorneys and individuals within the court. Good knowledge and skill in the use of personal computers and applicable software applications, particularly word processing and CM/ECF.

## Conditions of Employment

Selectee must successfully complete a ten-year background investigation, subject to a suitability determination, and every five years thereafter will be subject to a re-investigation.

Selectee must be a United States citizen or meet appropriations act citizenship requirements for federal employment (For non-U.S. citizens, please see: [https://help.usajobs.gov/index.php/Employment\\_of\\_Non-citizens](https://help.usajobs.gov/index.php/Employment_of_Non-citizens))

Court employees must adhere to all Judicial Conference regulations, must follow the policies outlined in the *Guide to Judicial Policy*, and are bound by the ethical standards established by the chief judge and the Code of Conduct for Judicial Employees. The United States District and Bankruptcy Courts are part of the federal judiciary.

## Benefits

The following benefits are available for this position:

- 10 Paid Holidays each calendar year
- Annual and Sick Leave
  - 13 days of paid annual leave (for up to three years of federal service)
  - 20 days of paid annual leave (from 3-14 years of federal service)
  - 26 days of paid annual leave (15 or more years of federal service)
  - 13 days of paid sick leave (unlimited accumulation)
- Insurance plans: Health, Dental, Vision, Life, Long-Term Care, and Long-Term Disability
- Flexible Spending Accounts (Health-care and Dependent-Care reimbursement accounts)
- Retirement System
- Thrift Savings Plan participation (with up to 5% employer matching contributions)

## Application Procedures and Information

Applicants **must** submit all of the following to be considered:

- A cover letter
- A detailed resume
- A completed application for Judicial Branch Federal Employment – form AO78  
Link to form: <http://www.uscourts.gov/forms/AO078.pdf>
- Contact information for three **professional** references

Kathy Popejoy  
U.S. District Court - Western Missouri  
Charles Evans Whittaker Courthouse  
400 East 9<sup>th</sup> Street, Room 1510  
Kansas City, MO, 64106  
or via email to: [kathy\\_popejoy@mow.uscourts.gov](mailto:kathy_popejoy@mow.uscourts.gov)

The court is not authorized to reimburse expenses to travel for interviews or for relocation. Only those candidates selected for an interview will be contacted. The court reserves the right to modify the conditions of this job announcement. The Western District of Missouri is an equal opportunity employer and values diversity in the work place.