



**United States Bankruptcy Court  
Western District of Washington  
700 Stewart Street, Room 6301  
Seattle, WA 98101  
[www.wawb.uscourts.gov](http://www.wawb.uscourts.gov)**

**Vacancy Announcement  
#22-01**

Position: Clerk of Court

Start Date: November 1, 2022 (Approximate)

Starting Salary Range: JSP 17 (\$195,059 to \$223,400)  
Salary is set based on qualifications and experience

Position Type: Full-time, Permanent

Opening Date: July 29, 2022

Closing Date: Open Until Filled  
Preference given to applications received by August 26, 2022

Area of Consideration: Nationwide

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**Position Overview**

The United States Bankruptcy Court for the Western District of Washington 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 Clerk holds the highest non-judicial position in the court. The role works closely with the Chief Judge to ensure that the court's administrative and operational needs are met and the office's statutory duties are carried out.

The position is based in Seattle, Washington. The role requires some travel, both inside and outside the state of Washington. The clerk's office currently has 33 staff and provides operational and administrative support to the court's five judges and chambers staff.

The position requires a dynamic individual with the management skills and technical expertise to handle complex administrative, operational, budgetary, and information technology challenges quickly and to implement short and long-range strategic planning. Exceptional communication and interpersonal skills are vital, along with a proven record of leadership and accomplishment – preferably in a court setting.

**Duties and Responsibilities**

As the chief executive officer of the court, the Clerk of Court is responsible for the strategic planning and management of all non-judicial functions and activities of the court. The Clerk of Court plays an integral role in directing the daily operations of the clerk's office.

The Clerk of Court's duties include, but are not limited to, the following:

- 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.
- Analyzes and implements statutes, rules and procedures affecting the operations of the court.
- Oversees the development and execution of the court budget; implements long- and short-term budget plans.
- Serves as a liaison to the Administrative Office of the U.S. Courts, the Ninth Circuit, the U.S. Trustee, various bar associations, 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.
- Is the certifying financial officer for the court and directs the court's financial services functions, including purchasing, disbursement, and accounting for all monies received by the court.
- 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.
- Supervises the preparation of statistical reports and conducts special studies as needed.

### **Qualifications**

To be qualified for appointment to the position of Clerk of Court, candidates must meet the following standards:

### **Experience**

**General:** A minimum of 10 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.

**Management Responsibility:** At least three of the 10 years of experience must have been in a position of substantial management responsibility.

**Practice of Law – Active Practice:** An attorney who is in the active practice of law in either the public or private sector may substitute active practice on a year-for-year basis for the management or administrative experience requirement.

### **Educational Equivalent**

**Undergraduate:** Education in a college or university of recognized standing may be substituted for a maximum of 3 years of the required general experience on the basis of one academic year of education equals 9 months of experience. A bachelor's degree from a college or university of recognized standing may be substituted for 3 years of the required general experience. The degree should preferably include courses in law, government, public, business or judicial administration or related fields.

**Postgraduate:** A postgraduate degree in public, business or judicial administration from such a college or university may be substituted for one additional year of the required general experience.

**Legal:** A degree from an accredited law school may be considered as qualifying for two additional years of the required general experience.

Preference will be given to applicants with federal or state court experience and an understanding of court operations and administration.

### **Benefits Information**

Court employees are considered "at-will" and are not covered by the Office of Personnel Management's civil service classifications or regulations. They are, however, entitled to similar benefits as other federal government employees. These benefits include:

- Eleven paid holidays per year
- Paid annual and sick leave
- Subsidized medical coverage with pre-tax employee premiums
- Dental, vision, group life insurance and long-term care options
- Flexible Benefits Program (pre-tax flexible spending for health care, dependent care and commuter/parking costs)
- Participation in the Thrift Savings Plan (similar to 401K plan, with employer matching up to 5%) and Federal Employees Retirement System
- Flexible and alternative work schedules and telework options

More information about benefits can be found here: <https://www.uscourts.gov/careers/benefits>

### **Application Procedure**

Applicants must submit: 1. a cover letter; 2. a Judicial Federal Employment Application, Form AO-78 <http://www.uscourts.gov/forms/AO078.pdf>, including completion of questions 18-20; 3. a resume; 4. a narrative statement consisting of not more than two pages and describing the applicant's leadership style, vision, and professional values; and 5. three professional references (with email addresses and phone numbers). Please submit application materials in a single PDF to [hr\\_wawb@wawb.uscourts.gov](mailto:hr_wawb@wawb.uscourts.gov).

The subject line should read: Clerk of Court #22-01

This court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify Human Resources at [hr\\_wawb@wawb.uscourts.gov](mailto:hr_wawb@wawb.uscourts.gov). The decision on granting reasonable accommodations will be made on a case-by-case basis.

Due to the high volume of anticipated applicants, the Court will only communicate with applicants who are considered for interviews. Applicants considered for interviews must travel at their own expense.

### **Other Information**

Applicant must be a U.S. citizen or eligible to work in the United States.

This is a High-Sensitive position within the Judiciary. As a condition of employment, the selected candidate must successfully complete a ten-year background investigation and receive a favorable employment suitability determination. The background investigation will be updated every five years.

The United States Bankruptcy Court requires employees to adhere to the Code of Conduct for Judicial Employees. Electronic fund transfer (direct deposit) participation for net pay is required. The conditions of this position announcement are subject to modification without prior notice.

See the Court's website at: [www.wawb.uscourts.gov](http://www.wawb.uscourts.gov)

**Equal Opportunity Employer**