



**United States Bankruptcy Court
Western District of Washington
700 Stewart Street, Room 6301
Seattle, WA 98101
www.wawb.uscourts.gov**

**Vacancy Announcement
#26-01**

Position: Clerk of Court
Start Date: March 16, 2026 (Approximate)
Salary Range: JSP 17 (\$221,759 - \$247,400)
Starting salary dependent on qualifications and experience
Position Type: Full-time, Permanent
Opening Date: November 3, 2025
Closing Date: Open Until Filled
Priority for applications received by December 15, 2025

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 Court has offices in Seattle and Tacoma. The role requires some travel, both inside and outside the state of Washington. The clerk's office currently has 27 staff and provides operational and administrative support to the Court's 3 judges and chambers staff. The Court is authorized to fill a judicial vacancy and anticipates a fourth judge to be on board by the fall of 2026.

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:

- Providing the administrative and operational infrastructure necessary to efficiently and effectively support the Court's judicial officers and achieve the Court's mission.
- Creating a vision of excellence through strategic planning in an environment of limited resources.
- Maintaining a culture that values human resources and supports the value of providing exceptional customer service.
- Consulting with and making recommendations to the judges regarding Court policies, procedures, and administrative issues.
- Analyzing and implementing statutes, rules and procedures affecting the operations of the Court.

- Overseeing the development and execution of the Court's budget and implementing long- and short-term budget plans and strategies.
- Working with and serving as liaison to the Administrative Office of the U.S. Courts, the Ninth Circuit, the U.S. Trustee, various bar associations, panel and chapter 13 trustees, the General Services Administration, the U.S. District Court, U. S. Marshal's Office, and other agencies on a variety of matters necessary to Court functions, including information technology, physical and cyber security, case management, space and facilities, and emergency management and disaster recovery activities. Serves as the Court's Public Information Officer.
- Directing and overseeing the Court's financial fiduciary responsibilities regarding all purchasing, contracting, disbursing and accounting functions. The Clerks serves as the certifying financial officer for the Court and has financial responsibility for Court appropriated funds, receipts and collections, and unclaimed funds processing. Ensures proper oversight through the development and implementation of sound internal control procedures.
- Leading a management team whose responsibilities include automation and information technology planning and implementation, human resources management and policy development, and inventory control.
- Managing staff responsible for processing all bankruptcy case management functions including electronic case filing, docketing and quality control, statistical reporting, courtroom support, and maintenance of official records.
- Primary responsibility for space and facilities matters and property management for Court space in the Seattle and Tacoma courthouses and the Vancouver federal building. Serves as a member of the Facility Security Committee for both Seattle and Tacoma courthouses.
- Overseeing hiring processes, appointing personnel, establishing human resources policies in conformance with *The Guide to Judiciary Policy*, overseeing performance management, and responsibility for strategic workforce planning.
- Other duties and special projects as needed.

Qualifications

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

Experience

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

Must be fluent in the use of technology including mastery of Microsoft Office Suite.

Preferred qualifications include

- Bachelor's degree in public or business administration or related field, a master's degree or relevant post graduate certification, or a Juris Doctor (J.D.) degree.
- Exceptional leadership skills, and proven track record of innovation and accomplishment, preferably in a court environment.
- In-depth working knowledge of processes of the federal court system.
- Excellent time and project management skills.
- A strong interest, knowledge or demonstrated experience in implementation and management of new technology and automated functions
- Exceptional communication and interpersonal skills.
- A professional demeanor, mature judgment and positive outlook.
- Federal or state court experience and an understanding of court operations and administration.

Benefits Information

The U.S. Bankruptcy Court is part of the federal Judicial branch of government and is independent of the Executive and Legislative branches. The court sets its own employment policies including remote work and performance management, while also valuing employees' individualism and continuing to

strive towards a diverse, equitable and inclusive workplace.

Compensation will be set based on experience and qualifications pursuant to the policies and guidelines set forth in the Judiciary Salary Plan (JSP).

Court employees are considered “at-will” and are not subject civil service classifications or regulations. Full-time judiciary employees are entitled to the following benefits:

- 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>

How to Apply

Qualified applicants are required to submit:

- a cover letter;
- a Judicial Federal Employment Application, [Form AO-78](#)
- a resume;
- a two-page narrative statement describing your leadership style, vision, and professional values; and
- three professional references (with email addresses and phone numbers).

Application materials must be submitted in a single PDF to: hr@nvb.uscourts.gov

The subject line should read: Clerk of Court, WAWB 26-01.

If you need a reasonable accommodation for any part of the application and interviewing process, please notify Human Resources at 702-527-7080. 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 selected candidate will also be required to submit annual financial disclosure reports as required by Judiciary policy.

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.

Equal Opportunity Employer