



**UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF WASHINGTON**

**VACANCY ANNOUNCEMENT 13-1**

Position Title: Operations Manager  
Position Term: Temporary Full-time  
Location: Spokane, Washington  
Salary: CL 29 (\$65,439 – \$97,525)  
Based Upon Qualifications and Experience  
Closing Date: April 29, 2013

The United States Bankruptcy Court for the Eastern District of Washington is accepting applications for the temporary full-time position of Operations Manager. The availability of funding for this position beyond September 30, 2013, is uncertain. The Bankruptcy Court employs 27 employees and supports three bankruptcy judges, two of whom are located in Yakima, and one of whom is located in Spokane. The office serves an area of 20 counties. The Eastern District is a progressive court, heavily reliant on technology.

**Position Overview:** The Operations Manager is a management position, which reports directly to the Chief Deputy Clerk. The Operations Manager performs professional and managerial work related to day-to-day supervision and oversight, operations management, case management, and operations support. The incumbent primarily directs supervisors and ensures compliance with appropriate guidelines, policies, and approved internal controls. The Operations Manager manages court operations through coordinating and communicating office procedures with supervisors, other court units including IT and Administration, the unit executive, judges, and chambers staff. The Operations Manager assists in organizational planning, development, and implementation of office procedures. Research and data analysis are elements of this position, as is the preparation of comprehensive reports. The Operations Manager also assists the Clerk with application of bankruptcy law and local rules, special studies, and statistical and narrative reports. The position may require some travel within the district to the divisional office in Yakima and throughout the United States to attend training sessions and conferences.

**Qualifications:** Applicants must have a minimum of six years of progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain (a) skill in developing the interpersonal work relationships needed to lead a team of employees, (b) the ability to exercise mature judgment, and (c) thorough knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the court's operations unit. Applicants must have at least one year of experience at or equivalent to CL 28. Knowledge of judicial organizations including administration of automated case management is preferred. Leadership and management qualities as well as excellent verbal and written communication skills are required.

**Employment Information:** The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Court employees serve under excepted appointments and are considered "at will" employees. As such, employment can be terminated with or without cause at any time. Court employees are not covered by federal civil service classifications or regulations. All employees are required to adhere to a code of conduct and the court's policies and procedures. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. As a condition of employment, the selected candidate must successfully complete an FBI fingerprint check along with a ten-year background investigation. Every five years thereafter, the selected applicant will be subject to an updated investigation similar to the initial one. An annual financial disclosure report is required to be filed. Applicants must be U.S. citizens or eligible to work in the United States. Insurance, retirement, supplemental benefits, and TSP are available only if transferring without a break in service from a previously covered position.

**Application Process:** Please send a one-page letter of interest and Application for Employment, form AO-78 (available on the court's Web site at [www.waeb.uscourts.gov](http://www.waeb.uscourts.gov) under General Information) to [personnel@waeb.uscourts.gov](mailto:personnel@waeb.uscourts.gov) in PDF format or by mail to: U.S. Bankruptcy Court, Confidential, Vacancy 13-1, P.O. Box 2164, Spokane, WA, 99210. Applicants selected for interviews will be contacted.