



UNITED STATES BANKRUPTCY COURT FOR THE NORTHERN DISTRICT OF IOWA

NOTICE OF POSITION VACANCY

Position:	Clerk of Court (2025-01 CR)
Classification:	JSP 16 (Salary Range \$171,795 - \$223,334) (Salary commensurate with qualifications and experience)
Opening Date:	May 12, 2025
Closing Date:	Open until filled, with first consideration given to applications received by May 30, 2025
Anticipated Start Date:	November 3, 2025

Overview

The United States Bankruptcy Court for the Northern District of Iowa is seeking a senior level executive with experience as an administrator of a diverse and innovative organization to serve as the Bankruptcy Court's Clerk of Court. Exceptional communication and interpersonal skills, along with a proven record of leadership and accomplishment are required, preferably in a federal court or law-related environment. The Clerk of Court for the U.S. Bankruptcy Court for the Northern District of Iowa works in collaboration with and reports directly to the Chief Bankruptcy Judge. This position is located in Cedar Rapids, Iowa.

The Position

The Clerk of Court is an executive level manager who is appointed by 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 that the administrative and operational needs of the Court are effectively and efficiently met. This position requires an individual who possesses the leadership, management, communication skills and technical expertise necessary to anticipate and resolve complex administrative, budget, and operational challenges quickly and efficiently.

The Clerk supervises a staff of eight clerk's office employees, oversees the main office in Cedar Rapids, Iowa and a divisional office in Sioux City, Iowa, provides operational support to the Chief Bankruptcy Judge, and consults with and makes recommendations to the Chief Judge relating to court policies and procedures. The Clerk is the official custodian of the records and dockets of the Court and is accountable for all fees, costs and other funds collected by the Court. As the certifying officer for the Court, the Clerk is responsible for the efficient use of the Court's human, fiscal, and physical resources, and manages the administrative, budget and operational activities of the Court. The Clerk serves as the Court's liaison to and works cooperatively with federal and local government agencies, bar groups, media representatives, and the public. The Clerk serves at the pleasure of the Chief Bankruptcy Judge 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's responsibilities include, but are not limited to:

- Working closely with the Chief Judge regarding court administration and policy;
- Developing innovative approaches to achieving the Court's mission;
- Directing the processing of bankruptcy cases and adversary proceedings;
- Creating a vision of excellence through strategic planning in an environment of limited resources;
- Managing the Court's annual budget and serving as the custodian of federal funds and property;
- Creating and maintaining a culture that values human resources and the contributions necessary to maintain a good customer service-based organization;
- Analyzing and making recommendations on statutes, local rules, and procedures affecting the operation of the Court;
- Directing the Court's financial, procurement, and facilities services functions;
- Serving as the Court's public information officer and overseeing the Court's IT infrastructure and cyber security initiatives;
- Directing development and administration of comprehensive emergency preparedness plans;
- Serving as liaison for the Court to federal and local government agencies, bar groups, media representatives, and the public;
- Coordinating and preparing statistical studies and reports as required by the Court, the Circuit, and the Administrative Office of the United States Courts; and
- Providing general assistance to the Court in the performance of day to day responsibilities.

Qualifications

- Candidates must have a minimum of 10 years of progressively responsible administrative experience in public service or business. This experience should provide an understanding of the organizational, procedural, and human aspects of managing an organization. At least three of the ten years' experience must include substantial management responsibility experience at an executive level. Such experience typically includes the oversight of budget and financial management, human resources, procurement and contracts, information technology, space and facilities management functions, and long and short-range planning.
- A bachelor's degree with an emphasis in government, judicial, public, or business administration or a related field. Prior federal court administration experience at the Chief

Deputy or other manager level is preferred. Knowledge of federal court operations, policies, and procedures.

- Must be a United States citizen or eligible to work in the United States.

Benefits

- Paid annual and sick leave
- Eleven paid holidays per year
- Health insurance coverage with a government contribution
- Vision and dental insurance (self-funded)
- Life insurance with a government contribution
- Flexible spending program
- Participation in the Federal Employees Retirement System (FERS) and a tax-deferred savings plan

This position is subject to mandatory participation in electronic funds transfer (direct deposit) for payroll.

Selection Process

The most qualified applicants will be invited to one (or more) personal interviews with the Court. Persons selected for interviews will be required to travel to the designated location at their own expense. The Court is not authorized to reimburse candidates for travel expenses.

Prior to appointment, the selectee considered for this position is required to undergo an FBI Background Check and Investigation. The selectee may then be appointed provisionally, and retention will depend upon a favorable suitability determination of the background investigation. As a condition of employment, employees are subject to updated background investigations every five years.

Application Procedure

To be assured consideration for this position, qualified applicants must submit the following:

- Completed AO 78 Application for Judicial Branch Federal Employment (Form is available here: <https://www.uscourts.gov/services-forms/forms>)
- Cover letter outlining qualifications, relevant experience, management style and philosophy
- Resume
- Contact information for three (3) professional references knowledgeable of employment history (including legal and technical knowledge), character and integrity

Please submit completed application packets as a single PDF document via email to:

Lisa_Pierce@ianb.uscourts.gov

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. Incomplete applications, as well as those not submitted electronically, will not be considered. Only those applicants selected for interviews will be contacted.

The United States Bankruptcy Court is an Equal Opportunity Employer and values diversity.