



CAREER OPPORTUNITY

UNITED STATES BANKRUPTCY COURT DISTRICT OF WYOMING

Position:	Clerk of Court
Classification Level:	JSP 16
Salary Range:	\$171,795 to \$223,334
Location:	Cheyenne, WY
Opening Date:	April 11, 2025
Closing Date:	Open Until Filled – Preference for applications by 4/30/2025.
Vacancy Number:	25-01

POSITION OVERVIEW

The Clerk of Court serves under the direction of the Chief Bankruptcy Judge and is responsible for performing the statutory duties pursuant to 28 U.S.C. § 751. The Clerk serves at the pleasure of the court and provides leadership and management to the Bankruptcy Court Clerk's office and oversees all non-judicial functions of the court. The Clerk not only provides management of daily operations, but serves as a liaison to other courts, the bench and bar, and the Administrative Office of the United States Courts.

REPRESENTATIVE DUTIES

- Oversee the day-to-day business of the Court by providing overall leadership and management.
- Administers electronic records maintenance, court calendars and sittings, statistical reporting, procurement operations, and special projects.
- Serve as the right hand to the Chief Bankruptcy Judge by consulting on court operations, policies and procedures, and overall court management.
- Establish and maintain effective working relationships with the other courts in the Circuit and throughout the Judiciary and with the practicing bar and governmental agencies having business before the Court.
- Provide input and implement statutes, rules, and procedures affecting court operations.
- Responsible for personnel decisions for the Clerk's Office including hiring, budget management, supervision, staff development, etc.
- Oversee the maintenance of internal control procedures to ensure compliance with external audit requirements.
- Work with the judges, bar, and public to improve the delivery of court services.
- Serve on judicial advisory committees and perform other duties as required which may include travel and public speaking engagements.



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QUALIFICATIONS

- A minimum of a bachelor's degree with an emphasis in government, business, or judicial administration or related field.
- A minimum of ten years' relevant experience in public service or business. The ideal candidate should provide a thorough understanding of the administrative and human aspects of managing an organization. At least three of the ten years of experience should be in a management or supervisory role, preferably within a court setting.

PREFERRED QUALIFICATIONS

- Working knowledge of legal terminology and familiarity with federal bankruptcy law, rules, and procedures.
- Operational experience in a federal court, including familiarity with the Bankruptcy CM/ECF case management system.

APPLICATION PROCEDURES

- Submit cover letter, resume and [Application for Judicial Employment](#), to HR@ca10.uscourts.gov. Please reference Clerk of Court (25-01) in the subject line.
- Incomplete applications will not be reviewed. Only those selected to interview will be contacted.

CONDITIONS OF EMPLOYMENT

- Subject to a high-sensitive FBI fingerprint background check with periodic updates.
- The Financial Reform Act requires direct deposit of federal wages for court employees.
- Applicants must be a U.S. citizen or a lawful permanent resident of the United States currently seeking citizenship or intending to become a citizen after meeting the eligibility requirement.
- The United States Courts are equal opportunity employers.

Honorable Casey Parker
Chief Bankruptcy Judge

