



**HJ ESTERHOLDT**  
CLERK OF COURT

# CAREER OPPORTUNITY

---

## UNITED STATES BANKRUPTCY COURT DISTRICT OF WYOMING

Position:	Chief Deputy
Classification Level:	JSP 14-15
Salary Range:	\$124,531-\$190,424
Location:	Cheyenne, Wyoming
Opening Date:	June 23, 2025
Closing Date:	Until Filled
Number of Positions:	One
Vacancy Number:	25-02

### POSITION OVERVIEW

The United States Bankruptcy Court for the District of Wyoming seeks to fill the position of Chief Deputy. The Chief Deputy is a senior-level, second-in-command, management position reporting directly to the Clerk of Court. The Chief Deputy works closely with the Clerk of Court to manage the operations and administrative services of the Clerk's office, working to ensure compliance with the appropriate judiciary guidelines, policies and procedures.

The court is located at 2120 Capitol Avenue, Cheyenne, WY 82001.

### Representative Duties

The duties listed below may include but are not limited to the following:

- The Chief Deputy assists the Clerk of Court in matters of court administration including policy formulation and analysis, space and facilities, training and staff development, budget and finance, information technology, human resources, emergency preparedness, and security.
- Provides court personnel with expert guidance on judiciary policy including explanations of processes, timelines and potential consequences.
- Supervises bankruptcy court operations; assists in reviewing operational policies and procedures.
- Prepares comprehensive communications to the court community including the proposal and drafting of the court's policies and procedures.
- Responsible for advising the Clerk of Court on procedures and policies consistent with local practice, national policy and the mission of the court.
- Performs other duties as assigned.

*The United States Bankruptcy  
Court is an equal opportunity  
employer.*



**HJ ESTERHOLDT**  
CLERK OF COURT

## QUALIFICATIONS

**Minimum Qualifications:** Candidates must have a bachelor's degree, 6 years of administrative, professional, or legal experience. Interested parties should have 3 years of specialized experience in a position of substantial management responsibility. Candidates should have superior analytical, and problem-solving skills.

### **Specialized Experience**

Progressively responsible experience in administrative, supervisory, managerial, and professional work that provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies and theories of management.

**Desired 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. Preference will be given to those candidates who possess progressively responsible court experience.

### **Candidates must also demonstrate:**

- Experience in dealing with routine and complex assignments.
- Demonstrated ability to lead a team and solve problems.
- A demonstrated ability to think through, analyze, and interpret written communications.
- Ability to prioritize tasks and work assignments.
- Superior oral and written communication skills.
- Skill in adhering to regulatory controls and internal audit procedures.

## BENEFITS

- A minimum of 11 paid holidays per year.
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years.
- Paid sick leave in the amount of 13 days per year.
- Retirement benefits.
- Optional participation in Thrift Savings Plan.
- Optional participation in choice of Federal Employees Health Benefits.
- Optional participation in choice of Federal Employees Group Life Insurance.
- Optional participation in the Flexible Benefits Program.
- Optional participation in the Commuter Benefit Program.



**HJ ESTERHOLDT**  
CLERK OF COURT

## HOW TO APPLY

Qualified persons interested in being considered for this position are invited to submit a cover letter, resume and [Application for Judicial Employment](mailto:HR@ca10.uscourts.gov), to [HR@ca10.uscourts.gov](mailto:HR@ca10.uscourts.gov).

Please reference Chief Deputy (25-02) in the subject line.

**Applications must be received by COB, July 9, 2025, to receive consideration.**

If your application packet does not provide all information requested, you may lose consideration for this position.

As a condition of employment, the final candidate will be subject to an FBI background check. The Financial Reform Act requires direct deposit of federal wages for court employees.

Due to the volume of applications received, the court will only communicate with those individuals who are selected for interview. Applicants scheduled to interview should advise the Human Resources staff if any accommodation will be necessary to interview.

The United States Bankruptcy Court for the District of Wyoming is a smoke-free environment. 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.

Applicants selected for interviews must travel at their own expense. The first year of employment is considered a probationary period.

\*Starting salary commensurate with work experience and qualifications.