



UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF OHIO VACANCY ANNOUNCEMENT 15-16

POSITION TITLE: Chief Deputy Clerk (Type II)

DUTY STATION: Cleveland, Ohio

AREA OF CONSIDERATION: All qualified applicants

CLASSIFICATION LEVEL: JSP-14 – JSP-16

POSITION TYPE: Full-time permanent

SALARY RANGE: \$102,538 - \$168,700

OPENING DATE: December 22, 2015

CLOSING DATE: Open until filled. First consideration given to applications received by January 22, 2016.

The United States District Court for the Northern District of Ohio is accepting applications for the executive level position of Chief Deputy Clerk (Type II). This position is located in Cleveland, Ohio and reports to the Clerk of Court. The Clerk's Office is comprised of 77 employees, and supports eleven district judges, two senior judges, seven magistrate judges and chambers staff. In addition, the District Court has shared IT and HR Offices. The Chief Deputy Clerk is responsible for administration and supervision of the day-to-day operations and administrative management of the Clerk's Office, managing special projects and assignments as needed, and helping to develop court-wide policies and procedures.

REPRESENTATIVE DUTIES

The Chief Deputy Clerk reports to the Clerk and assists with the supervision and management of the office, as well as with the performance of the statutory duties of the Office. All functional areas of the Clerk's Office report through the Chief Deputy Clerk who manages staff responsible for the work of the Clerk's Office in support of the Court, including but not limited to: operations (intake, docketing, records management, court support, case management, jury administration, court reporting); administration (budget, finance and procurement); information technology; statistical reporting; quality assurance; internal controls; emergency preparedness; performance management and staff development. The Chief Deputy Clerk analyzes the quality and quantity of work, consults with and makes recommendations to the Clerk on various operations and management matters. The Chief Deputy Clerk also assists the Clerk with the development, implementation, and refinement of procedures to enhance the productivity and effectiveness of the Clerk's Office and the court as a whole. These duties include the following:

- Assist in providing leadership, management and supervision for the operations of the Clerk's Office. Assist in overseeing the business of the court, including processing of cases, statistical reporting, case management, and serving as the custodian of official court records. Assume the duties of the Clerk in her absence.
- Assist with the formulation, implementation, monitoring and modification of organizational policy and local court rules. Participate and collaborate in the establishment and development of court-wide policies and procedures. Assist with the development and executing of strategic and long-range plans of the Clerk's Office and the Court. Interpret and apply the appropriate statutes, rules and operating procedures, including the *Guide to Judiciary* Policy and local internal policies and controls.
- Develop and implement a comprehensive staff development and training program for the Clerks' Office district wide.
- Interact with the Administrative Office, Federal Judicial Center, other federal courts, court units, the bar, government agencies, judges and the public to resolve complex, issues of practice and procedure.
- Assist with the development, implementation and enforcement of policies and practices to secure staff and physical assets of the court unit, which may include oversight of property management, training, emergency preparedness and disaster recovery activities, space and facilities planning, media and public relations, and acquiring additional resources as needed.

- Acts as certifying officer for dispersal of funds including payments of appropriated funds, under the direction of the Clerk.
- Supervise preparation and submission of statistical reports relating to all cases filed, disposition of such cases, disposition of defendants in criminal cases, use of jurors, trials and pre-trials conducted, naturalization petitions and other reports required to reflect the workload of the court.
- Directly manage functional areas. Prepare performance evaluations for direct reports, coordinate staff efforts, monitor and ensure timely compliance with project deadlines, and evaluate and memorialize lessons learned during major projects and security and/or emergency operations.
- In conjunction with the Clerk and management team, establishes and adjusts long range goals, schedules, priorities and deadlines for completion of work assignments and coordinates work schedules among subordinate units.
- Performs quasi-judicial case related duties, including entering defaults, judgments and taxation of costs, as required.
- Prepare meeting minutes, comprehensive memoranda, reports and correspondence. Draft administrative orders, proposed procedures and local rules. Perform others duties as assigned by the Clerk.
- Regular travel within the district is required. Occasional travel outside the district is also required.

MINIMUM QUALIFICATIONS

To qualify, candidates must have a bachelor's degree in a related field from an accredited university. Candidates must also have a minimum of 6 years of progressively responsible managerial experience that provided an opportunity to gain : (1) a thorough knowledge of management practices and administrative processes; (2) skill in dealing with others in person-to-person work relationships; (3) the ability to exercise judgment; (4) the ability to communicate effectively both orally and in writing to a wide variety of people; (5) the ability to coach, train, mentor and develop employees; and (6) the opportunity to build a high performance team. The successful candidate should be a leader, motivator, highly organized, and possess a high degree of integrity. The demands of the position require an individual who is adaptable to varied responsibilities in which personal initiative and excellent communication skills are highly valued.

PREFERRED QUALIFICATIONS

Completion of a postgraduate degree in public, business or court administration or law is preferred. Experience in court administration including operations, information technology, space and facilities, performance management, internal controls, finance, budget and procurement is strongly preferred. Experience in a federal court environment is advantageous. A working knowledge of the Federal Rules of Civil and Criminal Procedures is desirable. Excellent written and oral communication skills, strong interpersonal skills, and outstanding problem solving/analytical skills are required. The successful candidate must be proactive, willing to take initiative and capable of managing change. The position requires interaction with staff, judges, lawyers and other high level officials. The successful candidate must be skilled at balancing the demands of varying workload responsibilities, multiple constituencies while meeting all time sensitive deadlines.

SALARY

The compensated rate for this position is from the Judiciary Salary Plan (JSP). JS-14 (\$102,538 - \$133,300) to JS-16 (\$141,457 - \$168,700) depending on length and relevance of experience.

BENEFITS

Employees of the United States District Court are not classified under Civil Service, but are entitled to many of the same benefits as other federal government employees, including: • Accrual of paid vacation and sick leave days, and paid holidays • Participation in pre-tax benefit programs (health, dental, and vision insurance programs; flexible spending accounts; commuter reimbursement benefit) • Group life insurance and long term care insurance • Participation in the Federal Employees Retirement System (FERS) • Traditional (pre-tax) and Roth (after-tax) retirement savings and investment plan through the Thrift Savings Plan (TSP) with employer matching contributions • Extensive on-line training options • Clerks Office employees are encouraged to join the Federal Court Clerks Association, a national, professional court organization • Fitness center • Transit subsidy

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or eligible to work in the United States All application information is subject to verification. The position of Chief Deputy Clerk is classified as "high sensitive." Appointment to this position is contingent upon successful completion of a ten year background investigation with law enforcement agencies, including fingerprint and criminal record checks and every five years thereafter. Unsatisfactory results may result in termination of employment. The Chief Deputy Clerk is an excepted service position, serves at the pleasure of the court and is an "at will" employee and can be terminated with or without cause at any time. The U.S. Courts require employees to adhere to a Code of Conduct that is available to applicants for review at the court's web site www.ohnd.uscourts.gov This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment. The successful candidate must have remote access capability from their home.

HOW TO APPLY

Qualified applicants are invited to apply by emailing 1) a detailed resume including education, previous employment and salary history; 2) two letters of professional reference; 3) a written response to the application questions listed below; and 4) an application for Judicial Branch Employment (AO 78) which is available at the court's web site www.ohnd.uscourts.gov/home/careers-in-the-court/

APPLICATION QUESTIONS

1. Describe how your experience and abilities qualify you for this position.
2. Please share your views on coaching, mentoring, staff development, and succession planning, including your personal experiences.
3. Provide an example of a challenging managerial issue that you encountered. How did you resolve the issue?

Completed application packages must be emailed in a **single PDF** to apply@ohnd.uscourts.gov Applications received by Friday, January 22, 2016, will receive first consideration. Late or incomplete applications will not be considered. Applications will be screened for qualifications and only the most qualified applicants will be contacted and selected for a personal interview. All applicants scheduled should advise the Human Resources Office if an accommodation is necessary to interview. Expenses associated with interviews or relocation will not be reimbursed.

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.