

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF TENNESSEE**

VACANCY ANNOUNCEMENT 2012-3

POSITION TITLE: Divisional Manager - Chattanooga Office

OPENING DATE: April 9, 2012

CLOSING DATE: April 30, 2012

LOCATION: Chattanooga, Tennessee

SALARY: CL 28/CL 29 (\$68,809 -\$81,823)
(Commensurate with qualifications, salary, and experience)

POSITION OVERVIEW:

The United States District Court for the Eastern District of Tennessee is currently accepting applications for a Divisional Office Manager in Chattanooga, Tennessee. The incumbent performs a full range of high-level functional duties as well as supervisory duties. As part of the management team, the Divisional Office Manager works with the Clerk, Chief Deputy, other divisional office managers, and the administrative management staff to develop short-term and long-range improvement plans for the court including the development, implementation, and refining of office policies, procedures, and programs. This position will report directly to the Chief Deputy and will supervise a staff of approximately 10 clerks serving two U.S. District Judges and two U.S. Magistrate Judges.

REPRESENTATIVE DUTIES:

- Supervises operations staff; assigns and reviews work, evaluates performance, and recommends personnel actions such as selections, promotions, reassignments, disciplinary actions, and separations; oversees the training and development of employees.
- Plans, coordinates, and schedules work operations, including all activities involving courtrooms and related matters; establishes and adjusts schedules, priorities, and deadlines for completion of work assignments.
- Oversees case initiation and administration tasks, including: collecting fees, processing and quality control of documents according to filing requirements, docketing, routing, noticing, and administering case files in conformance with appropriate rules.
- Assists in establishing operations procedures, standards, and best practices.
- Responsible for the administrative maintenance of the division: determining material, equipment, and facilities necessary to accomplish the work.
- Directly works with financial matters, including basic accounting and reporting; responsible for certain internal control functions related to the financial operations of the court.
- Communicates the policies, procedures, and objectives of management to employees to enhance the overall capability/productivity of the total organization.
- Effectively communicates and interacts with other organizational units within and outside the court system.

- Responsible for ensuring operational compliance with the Federal and local rules, as well as special procedures particular to the court.
- Serves as integral part of management team to carry out the court mission.
- Such other duties as may be assigned by the Clerk of the Court or Chief Deputy.

MINIMUM QUALIFICATIONS:

- A bachelor's degree in business, public, or judicial administration, or related field.
- Six (6) years of work experience, three (3) of which should be specialized experience with progressively responsible administrative, technical, professional, supervisory, or managerial experience that provided an opportunity to gain skill in dealing with others in person-to-person work relationships.
- Ability to exercise mature judgment and a thorough knowledge of the basic concepts, principles, policies, and theories of management.
- Excellent written and verbal communication skills with ability to communicate information clearly and accurately.
- Leadership qualities including the ability to collaborate and work effectively with all levels of court staff and other agencies.
- Excellent computer skills, e.g. Word Perfect/Word, Lotus Notes/e-mail, Power Point, Excel, Adobe Acrobat.
- Availability for occasional travel, including overnight.

Completion of a master's degree or two years of graduate study in an accredited university in business or public administration, political science, criminal justice, law, or other field closely related to the subject matter of this position may be substituted for 2 years of specialized experience at the CL-28 level. There is no substitution for the third year of specialized experience. There is no educational substitution at the CL-29 level.

DESIRED QUALIFICATIONS:

- Knowledge of the U.S. District Court is highly preferred, including working knowledge of local court rules, practices, procedures, and forms; filing procedures; CM/ECF system; legal terminology and processes; and courtroom proceedings.
- Ability to work effectively with judges and chambers' staff.
- A master's degree in business, public, or judicial administration or related discipline is desirable.
- Strong leadership skills and the ability to effectively coach, develop, direct, and manage a skilled, service-oriented team.

EMPLOYEE BENEFITS:

Employees of the United States District Court are "Excepted Appointments" and considered "At-Will" judicial employees and subject to a 90-day probationary period. Federal Government Civil Service classifications or regulations do not apply. Court employees are entitled to the same benefits as other Federal Government employees such as:

- Accrue 13 days of paid vacation for the first three calendar years.
- Ten paid federal holidays per calendar year.
- Participation in a pre-tax Federal Employees Health Insurance Program.

- Participation in Group Life Insurance, Long-Term Care Insurance, and Long-Term Disability programs.
- Participation in a pre-tax Flexible Spending Account.
- Participation in a Retirement Program with investment opportunities through the Thrift Savings Plan.
- Mandatory EFT (electronic funds transfer) participation for payment of net pay.

OTHER INFORMATION:

The United States District Court requires employees to adhere to a Judicial Code of Conduct. District Court is a smoke-free environment. Please note that final candidates will undergo a fingerprint/background check.

APPLICATION PROCESS:

How to Apply: Submit a resume with cover letter detailing interest and qualifications for this position, salary history, proof of any certifications, and list of references by email only to:

kathy_parlon@tned.uscourts.gov and to connie_penland@tned.uscourts.gov

Applicants interviewed will be asked to take a short basic computer skills test.

No late applications will be considered.

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, any of which may occur without prior written or other notice. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may elect to select a candidate from the original qualified applicant pool.

Due to the volume of applications, only applicants selected for an interview will be notified.

THE COURT IS NOT AUTHORIZED TO REIMBURSE CANDIDATES FOR TRAVEL IN CONNECTION WITH AN INTERVIEW OR PAY FOR ANY RELOCATION EXPENSES.

***THE U. S. DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER AND
VALUES DIVERSITY IN THE WORKPLACE***