

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

Vacancy Announcement 2017-5

CLERK OF COURT

Application Period: October 4, 2017 to October 31, 2017

Judiciary Salary Plan Grade: JSP 16 – 17

Salary Range: \$139,899 to \$186,282
Depending upon experience and qualifications

Expected start date: February 13, 2018

POSITION OVERVIEW

The United States District Court for the Eastern District of Tennessee seeks applications for the position of Clerk of Court.

The Eastern District of Tennessee serves 41 counties in the eastern and southern-middle portions of the state. The Court consists of five active Article III U.S. District Judges, three senior Article III U.S. District Judges, and six U.S. Magistrate Judges. These judges, along with approximately 42 deputy clerks, are located in courthouses in Chattanooga, Greeneville, and Knoxville, Tennessee. The Eastern District also maintains an unstaffed courthouse in Winchester, Tennessee. The Knoxville division houses most of the District's administrative staff. This Clerk of Court works cooperatively with the U.S. Probation Office and the U.S. Bankruptcy Clerk's Office.

While the Clerk of Court serves at the pleasure of the District Judges, the Chief District Judge immediately supervises and directs the position. The Clerk oversees the performance of the statutory duties of the Office of the Clerk pursuant to 28 U.S.C. §751 and is required to live within the judicial district.

RESPONSIBILITIES:

- Work closely with the Chief Judge regarding Court administration;
- Lead and manage the Clerk's Office staff and processes and recruit and hire new staff;
- Oversee the Court's annual budget, including formulating a budget reflecting the goals, objectives, and needs of the Court;
- Maintain a strong internal control environment with systematic checks and balances in operating procedures to protect the Court's assets, including funds and sensitive information from fraud, waste, abuse, error, and loss;

- Supervise the filings and processing of civil and criminal cases, the issuance of process, the efficient assignment of cases, and the maintenance of official records in the custody of the Court;
- Administer the jury system for both petit and grand juries;
- Manage human resources and information technology supporting the Court;
- Facilitate the Court's interactions with the U.S. Marshals Service, the General Services Administration, the U.S. Probation Office, the Administrative Office of the U.S. Courts, the Federal Judicial Center, and other courts;
- Facilitate the Court's interactions with bar groups, media representatives, and the public;
- Regularly study and make recommendations on statutes, local rules, and procedures affecting the operation of the Court;
- Develop and administer comprehensive emergency preparedness plans;
- Coordinate statistical reports and analysis as required by the Court, the Sixth Circuit, and the Administrative Office of the U.S. Courts;
- Coordinate attorney admissions, naturalization ceremonies, and other special ceremonies and events for the Court;
- Supervise procurement activities for goods and services to ensure compliance with appropriations law and applicable procurement rules and regulations, including proper inventory control and disposal management of all accountable and non-expendable property;
- Analyze space and facilities needs and manage tenant alteration and cyclical improvement projects in association with the General Service Administration;
- Regularly assess the foregoing functions and offer suggestions for improvements; and
- Perform related duties as required by the Court.

QUALIFICATIONS:

Education. Applicants must hold either an undergraduate or postgraduate degree in public service, judicial administration, or a related field or a doctorate in jurisprudence.

Experience. This position requires a minimum of ten years of progressively responsible administrative experience in public service or the private sector. This experience must provide a thorough understanding of organizational, procedural, and human aspects of managing a group of professionals. At least three years of the requisite experience must have been in a position of substantial management responsibility. Such experience typically includes operational knowledge, financial management, space and facilities management, human resources management, oversight of information technology, law office management, and long- and short-term planning. An attorney who is in the active practice of law in either

the public or private sectors may substitute said active practice on a year-for-year basis for the management or administrative experience requirement.

Educational Equivalents.

- Undergraduate Degree: Education in a college or university of recognized standing may be substituted for a maximum of 3 years of the required general experience on the basis of one academic year of education equals 9 months of experience. A bachelor's degree from the college or university of recognized standing may be substituted for 3 years of the required general experience. Preferably such degree should have included courses in law, government, public, business or judicial administration, or related fields.
- Postgraduate Degree: A postgraduate degree in public, business, or judicial administration from such a college or university may be substituted for one additional year of the required general experience.
- Legal Degree: A degree from an accredited law school may be considered as qualifying for two additional years of the required general experience.

Background Investigation. This position is designated as a high-sensitive executive position within the judiciary. Employment is provisional pending the successful completion of a ten-year, full-field OPM background investigation and favorable suitability determination. The United States District Court requires employees to follow a code of conduct which is available upon request. Investigative updates are required every five years.

PROCEDURES FOR SELECTION

The Court will screen all applications and will personally interview the most qualified applicants. Reference checks with current and former employers will be conducted on top candidates. The applicant will bear travel expenses associated with interviews. Only applicants selected for an interview will be notified.

APPLICATION PACKAGE:

Qualified applicants should submit the following:

- Cover letter;
- Resume detailing experience, including management experience, dates of employment, functions managed, and the number and composition of personnel supervised; and
- List of three references.

Submit the application package to jobs@tned.uscourts.gov in a **single PDF file**.

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 notice.

CONDITIONS OF EMPLOYMENT & BENEFITS:

The Federal Financial Management Reform Act requires direct deposit of federal wages. Applicants must be U.S. citizens or eligible to work in the United States. Employees of the United States District Court are not covered by the Office of Personnel Management's civil service classification system or regulations and are considered "at will" employees. Judiciary employees are, however, entitled to the same benefits as other federal employees. These include participation in the Federal Employees Retirement System, Thrift Savings Plan (similar to a 401K), health, dental, vision and life insurance benefits, pre-tax Flexible Benefits spending account, long-term disability and long-term care options, annual and sick leave accrual, and ten paid holidays per year. Some relocation expenses may be reimbursable. For additional information on employment with the federal courts, please visit www.uscourts.gov.

The United States District Court is an equal opportunity employer and values diversity in the workplace.