

## **VACANCY ANNOUNCEMENT 2015-5**

### **OFFICE OF THE CLERK UNITED STATES DISTRICT COURT EASTERN DISTRICT OF TENNESSEE**

**DATE:** July 13, 2015

**POSITION TITLE:** Division Manager (Full Time Permanent)

**LOCATION:** Chattanooga, TN

**SALARY:** CL 28/1 to CL 29/61 (\$56,137 to \$108,538)  
Starting salary is dependent upon qualifications and experience in accordance with the Court Personnel System. .

**CLOSING DATE:** July 27, 2015

#### **POSITION OVERVIEW:**

The U.S. District Court Clerk's Office for the Eastern District of Tennessee is recruiting for a Division Manager position. The incumbent performs a full range of high-level functional duties as well as supervisory duties. As part of the management team, the Division Manager works with the Clerk of Court, Chief Deputy, other Division Managers, and the administrative 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 eight clerks serving two U.S. District Judges, one Senior U.S. District Judge and two U.S. Magistrate Judges. The Division Manager:

- 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 administration, including: collecting fees, processing and quality control of docketing, routing, noticing, and administering case files in conformance with appropriate rules.
- Assists in establishing operations procedures, standards, and best practices.
- Is 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; is 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.
- Works with Facilities Specialist to manage the development, administration and maintenance of the divisional courthouse.
- Communicates and interacts with other organizational units within and outside the court system.
- Ensures operational compliance with the federal and local rules, as well as special procedures particular to the court.
- Serves as an integral part of management team to carry out the court mission.
- Such other duties as may be assigned by the Clerk of Court or Chief Deputy.

### **GENERAL QUALIFICATIONS:**

- Strong leadership skills and the ability to effectively coach, develop, direct, and manage a skilled, service-oriented team.
- Excellent written and verbal communication skills with ability to communicate information clearly and accurately.
- Ability to collaborate and work effectively with other agencies, court staff, chambers staff and judges.
- Availability for occasional travel, including overnight.

### **MINIMUM QUALIFICATIONS:**

- A minimum of two years of specialized experience. Specialized experience includes progressively responsible administrative, technical, professional, supervisory, or managerial experience that provided an opportunity to gain skill in developing the interpersonal work relationships needed to lead a team of employees, the ability to exercise mature judgment, and knowledge of the basic concepts, principles, and theories of management and the ability to understand applicable managerial policies.
- To qualify for a CL 28, at least one year of the specialized experience must be at, or equivalent to, the level of work classified as a CL 27 under the Court Personnel System.
- To qualify for a CL 29, at least one year of the specialized experience must be at, or equivalent to, the level of work classified as a CL 28 under the Court Personnel System.

### **PREFERRED QUALIFICATIONS:**

- A bachelor's degree in business, public or judicial administration, or related field.
- Knowledge of the U.S. District Court operations is highly preferred, including working knowledge of local court rules, practices, procedures, and forms; filing procedures; the Case Management Electronic Case Filing (CM/ECF) system; legal terminology and processes; and courtroom proceedings.
- Excellent computer skills, and in particular proficiency in the use of Windows, Word, Lotus Notes/e-mail, Power Point, Excel, Adobe Acrobat.

### **CONDITIONS OF EMPLOYMENT:**

- U.S. District Court employees serve under "Excepted Appointments" and are considered "at will." Employment can be terminated with or without cause by the Court. Federal Civil Service classifications and regulations do not apply.
- U.S. District Court employees are required to adhere to the *Code of Conduct for Judicial Employees* and are subject to strict confidentiality requirements.
- Salary payments are subject to mandatory electronic funds transfer (direct deposit).
- Applicants must be U.S. citizens or eligible to work in the United States.
- New employees are subject to a six-month probationary period.

### **BENEFITS:**

Court employees are entitled to the same benefits as other federal employees such as:

- Thirteen days of paid vacation for the first three calendar years, twenty days after three years and twenty-six days after fifteen years.
- Ten paid federal holidays per calendar year.
- Participation in a 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 Benefits Spending Account.
- Participation in the Federal Employees Retirement System with additional investment opportunities through the Thrift Savings Plan.

**APPLICATION PROCESS:**

Submit one document in PDF format via e-mail to [jenifer\\_ferrell@tned.uscourts.gov](mailto:jenifer_ferrell@tned.uscourts.gov) that includes the following:

- A cover letter addressing the qualifications, skills, and experience necessary to perform the job;
- A resume, including a list of professional references; and
- A completed AO 78, Application for Federal Judicial Branch Employment (available on the court's website at <http://www.tned.uscourts.gov/docs/ao78.pdf> )

**INCOMPLETE SUBMISSIONS AND SUBMISSIONS THAT ARE NOT RECEIVED IN ONE PDF DOCUMENT MAY NOT BE CONSIDERED.**

- Only applicants selected for an interview will be notified.
- Applicants interviewed will take a computer skills test.
- Employment references will be checked prior to a job offer.
- The successful candidate will undergo a mandatory FBI fingerprint check/background investigation and will be considered a provisional employee pending successful completion of the investigation.
- The court is not authorized to reimburse candidates for travel in connection with an interview or pay for any relocation expenses.

*The court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without written notice to applicants. 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.*

***THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER  
AND VALUES DIVERSITY IN THE WORKPLACE***