

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

Vacancy Announcement

CLERK OF COURT

Application Period: October 5, 2011 to October 31, 2011

Judicial Salary Plan Classification Level: JSP 16 - 17

Salary range: \$133,389 - \$166,331
Depending upon experience and qualifications

Position open until filled: preference given to resumes received by October 20, 2011

Expected start date: January 2, 2012

The United States District Court for the Eastern District of Tennessee is seeking an experienced Court Administrator for the position of Clerk of Court. This district has enjoyed and continues to be committed to innovative management and technological advances within the Court.

The Eastern District of Tennessee has four district divisions, Chattanooga, Greeneville, Winchester and Knoxville. The four district divisions has jurisdiction in 41 counties. The Knoxville division is also the headquarters for all administrative and IT staff.

The Clerk's Office supports five U.S. District Judges, one U. S. District Senior Judge and five U.S. Magistrate Judges. The Clerk of Court serves under the direction of the Chief Judge and the district judges in managing the operational and administrative activities of the Court. The Clerk of Court oversees the performance of the statutory duties of the Office of the Clerk pursuant to 28 U.S.C. §751.

The Office of the Clerk consists of approximately 43 deputy clerks including approximately 12 at the Chattanooga Courthouse, 7 at the Greeneville Courthouse, 1 at the Winchester Courthouse and 24 at the Knoxville Courthouse. This district Clerk's Office works cooperatively with the U.S. Probation Service and with the U.S. Bankruptcy Clerk's Office. The Chief Judge and the District Court oversee all Court agencies within the district.

The Clerk of Court's responsibilities include:

- Working closely with the Chief Judge regarding Court administration.
- Developing innovative approaches to achieving the Court's mission.
- Managing the district Court's annual budget.
- Directing the Court's financial service function.
- Qualifying and summoning jurors.
- Providing oversight in the development and revision of internal control procedures.
- Ensuring comprehensive human resources and information technology services to the Clerk's Office and to all district Court chambers.
- Providing general assistance to the Court in the execution of day to day responsibilities, including interactions with the U.S. Marshal Service and the General Services Administration.
- Serving as liaison for the Court to federal and local government agencies, bar groups, media representatives, and the public.
- Analyzing and making recommendations on statutes, local rules, and procedures affecting the operation of the Court.
- Directing the processing of civil and criminal cases, the issuance of process, and the maintenance of official records in the custody of the Court.
- Directing development and administration of comprehensive emergency preparedness plans.
- Coordinating statistical studies and reports as required by the Court, the circuit and the Administrative Office of the U.S. Courts.

QUALIFICATIONS:

EDUCATION

An undergraduate or post graduate degree in public or information services or judicial administration or a related field or a law degree is required.

EXPERIENCE

This position requires a minimum of ten years of progressively responsible administrative experience in public service or business which provides a thorough understanding of organizational, procedural, and human aspects of managing an organization. At least three of the ten years 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 range planning.

BACKGROUND INVESTIGATION

This is an executive, high-sensitive position within the judiciary. Employment is provisional pending the successful completion of a ten year, full field OPM background investigation and favorable suitability determination. Investigative updates are required every five years.

PROCEDURES FOR SELECTION

The Court will screen all applications and the best qualified applicants will be invited for personal interviews. Travel expenses associated with interviews, if applicable, will be borne by the applicant. Some eligible relocation expenses may be reimbursable.

APPLICATION PACKAGE

Qualified applicants should submit the following:

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

Submit completed application packet to:

Human Resources Manager, Clerk's Office
U. S. District Court
800 Market Street, Suite 130
Knoxville, TN 37902

The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on top candidates.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

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.

BENEFITS

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 and life insurance benefits, long term disability and long term care options, annual and sick leave accrual, and ten paid holidays per year. 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.