

VACANCY ANNOUNCEMENT 2018-1

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

DATE: March 19, 2018

POSITION TITLE: Chief Deputy Clerk, Type II (Full-Time Permanent)

LOCATION: Knoxville, TN

SALARY: JSP 13/1 to JSP 16/1 (\$87,252 to \$142,240)
Dependent upon qualifications and experience in accordance with the Judicial Salary Plan.

CLOSING DATE: Expected closing date is April 6, 2018. Opportunity will be considered open until the position is filled or cancelled.

POSITION OVERVIEW:

The U.S. District Court Clerk's Office for the Eastern District of Tennessee is recruiting for a Chief Deputy Clerk position. This is a high-level management position that reports directly to the Clerk of Court and assumes the functions and responsibilities of the Clerk in his absence. Under the direction of the Clerk, the Chief Deputy Clerk provides leadership, management, and supervision of all non-judicial functions and activities essential to the operation of the Clerk's Office. As part of the management team, the Chief Deputy Clerk works with the Clerk of Court, 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. The Chief Deputy Clerk will supervise three Division Managers serving five U.S. District Judges, three Senior U.S. District Judges, five U.S. Magistrate Judges, and one recalled U.S. Magistrate Judge. Job duties include:

- Supervising the receipt, handling, preparation, maintenance, storage, and control of all Clerk's Office records.
- Supervising the release, certification, and authentication of copies or originals of all official records of the Court and Clerk's Office. This involves such internal administrative records as time, leave, payroll, travel, per diem, and other fiscal records relating to the operation of the district.
- Supervising space and facilities matters, including equipment, furniture, and physical layout and arrangement to best suit the current and projected requirements of the Court.
- Supervising the administration of the Court's Jury Selection Plan with particular attention to maximum utilization of jurors.
- Supervising the reporting and accounting of all money received in and processed through the Clerk's Office, including filing fees, fines, and restitution payments, deposits in land condemnation and personal injury actions, deposits for costs, cash bonds, naturalization fees, etc.
- Assisting with the development and oversight of the Court's budget to include the creation and implementation of both long and short-term budget plans.
- Advising attorneys on procedural matters.
- Assisting with the taxation of costs.
- Reviewing and analyzing organizational structure, reporting relationships, and functional assignments to meet current and future needs.
- Supervising the preparation and submission of statistical reports relating to case filings and dispositions, use of jurors, trials and pre-trials conducted, naturalization petitions, and other reports required to reflect the workload of the Court and the Clerk's Office.
- Developing and implementing rotations for the assignment of cases to judges.

- Supervising and performing quasi-judicial duties with regard to entering defaults and default judgments.
- Establishing and adjusting schedules, priorities, and deadlines for completion of work assignments, and coordinating work schedules among subordinate units.
- Performing personnel related duties including, but not limited to, selecting or recommending the selection of individuals to be hired, recommending personnel actions, and evaluating performance.
- Establishing operating guidelines to implement procedures, methods, and other work related changes.
- Monitoring the quantity and quality of work and taking or recommending necessary corrective actions.
- Interacting with the Administrative Office, other federal courts, court units, the bar, government agencies, judges, and the public to resolve issues of practice and procedure.
- Performing other duties as assigned.

QUALIFICATIONS:

- A bachelor's degree from an accredited college or university is required. A graduate degree in law, public or business administration, management, or other related field from an accredited college or university is preferred.
- Three years of progressively responsible general experience in administrative, professional, investigative, technical, or other responsible work that provided an opportunity to gain: a general knowledge of management practices and administrative processes, skill in dealing with others in person-to-person work relationships, and the ability to exercise mature judgment
- Three years of progressively responsible specialized experience in administrative, supervisory, managerial, or professional work that provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of management.
- Strong leadership skills and the ability to effectively coach, develop, direct, and manage a skilled, service-oriented team.
- Exceptional organizational and time management skills. Ability to handle multiple tasks simultaneously.
- Excellent interpersonal skills. Excellent written and verbal communication skills with the ability to communicate information clearly and accurately.
- Computer literacy of every kind is assumed and will be essential to success in the position.
- Availability for occasional travel, including overnight.

EDUCATIONAL SUBSTITUTIONS:

- Education above the high school level in accredited institutions may be substituted for the general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of experience.
- Completion of one academic year (30 semester or 45 quarter hours) of graduate study in an accredited university in such fields as business or public administration, political science, criminal justice, law, management, or related field, may be substituted for one year of specialized experience.
- Completion of a master's degree or two years of graduate study (60 semester or 90 quarter hours) in an accredited university in such fields as business or public administration, political science, criminal justice, law, management, or related fields – or completion of a Juris Doctor (JD) degree – maybe substituted for two years of specialized experience.

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.

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 Benefits Program and the Federal Employees Dental and Vision 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 investment opportunities through the Thrift Savings Plan.

APPLICATION PROCESS:

Submit one document in PDF format via e-mail to jobs@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/sites/tned/files/ao78.pdf>).

INCOMPLETE SUBMISSIONS AND SUBMISSIONS THAT ARE NOT RECEIVED IN A SINGLE PDF FILE MAY NOT BE CONSIDERED.

- Only applicants selected for an interview will be notified.
- 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**