

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

***VACANCY ANNOUNCEMENT 2021-8***

**DATE:** April 15, 2021

**POSITION TITLE:** Clerk of Court

**APPOINTMENT TYPE:** Full-Time Permanent

**LOCATION:** Chattanooga, Greeneville, or Knoxville, Tennessee

**SALARY:** JSP 16/1 to JSP 17/10 (\$150,212 to \$200,014 – CUE Pay Table)  
Salary is dependent upon qualifications and experience in accordance with the Judiciary Salary Plan. Please review the Qualifications section for more information.

**CLOSING DATE:** May 5, 2021

**POSITION OVERVIEW:**

The United States District Court for the Eastern District of Tennessee is seeking applicants 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, five senior Article III U.S. District Judges, and six U.S. Magistrate Judges. These judges, along with approximately 40 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. The 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.

Job duties include:

- Working closely with the Chief Judge regarding Court administration.
- Leading and managing the Clerk's Office staff and processes and recruiting and hiring new staff.
- Overseeing the Court's annual budget, including formulating a budget reflecting the goals, objectives, and needs of the Court.
- Maintaining 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.
- Supervising the filings and processing of civil and criminal cases, the issuance of process, the efficient assignment of cases, and the maintenance of official record in the custody of the Court.
- Administering the jury system for both petit and grand juries.
- Managing human resources and information technology supporting the Court.

- Facilitating 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.
- Facilitating the Court's interactions with bar groups, media representatives, and the public.
- Studying and making recommendations on statutes, local rules, and procedures affecting the operation of the Court.
- Developing and administering comprehensive emergency-preparedness plans.
- Coordinating statistical reports and analysis as required by the Court, the Sixth Circuit, and the Administrative Office of the U.S. Courts.
- Coordinating attorney admissions, naturalization ceremonies, and other special ceremonies and events for the Court.
- Supervising 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.
- Analyzing space and facilities needs and managing tenant alteration and cyclical improvement projects in association with the General Service Administration.
- Assessing the foregoing functions and offer suggestions for improvements on a regular basis.
- Performing other duties as required by the Chief Judge and the Court.

### **QUALIFICATIONS:**

To qualify for the position, applicants must hold either an undergraduate or postgraduate degree in public service, judicial administration, or a related field or a doctorate in jurisprudence. The 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 an organization. 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 three years of the required administrative experience on the basis of one academic year of education equals nine months of experience. A bachelor's degree from the college or university of recognized standing may be substituted for three years of the required general experience. Preferably such degree should have 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 administrative experience.
- Legal Degree: A degree from an accredited law school may be considered as qualifying for two additional years of the required administrative experience.

### **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. Thirteen days of paid sick leave and ten paid federal holidays per calendar year.
- Participation in the Federal Employees Health Benefits (FEHB) Program, the Federal Employees Dental

and Vision Insurance Program (FEDVIP), and the Federal Employees Group Life Insurance (FEGLI) Program.

- Supplemental benefits, including health and dependent care reimbursement accounts, commuter benefits, and long-term care insurance.
- Participation in the Federal Employees Retirement System with investment opportunities through the Thrift Savings Plan (similar to a 401k).

Current Judiciary employees transferring without a break in service will maintain their current benefits.

### **APPLICATION PROCESS:**

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

- A cover letter;
- A resume, including management experience, dates of employment, functions managed, and the number and composition of personnel supervised;
- A list of three professional references; and
- A completed [AO 78, Application for Federal Judicial Branch Employment](#).

**Incomplete submissions and submissions that are not received in one PDF document may not be considered.**

### **DISCLOSURES:**

- Applicants must be U.S. citizens or eligible to work in the United States.
- Only applicants selected for an interview will be notified. The Court is not authorized to reimburse candidates for travel in connection with an interview. Some relocation expenses may be reimbursable.
- Employment references may be checked prior to a job offer.
- 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. Investigative updates are required every five years.
- 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).
- 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.