



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF NORTH CAROLINA**



Vacancy Announcement #12-02

**Chief Deputy Clerk
Location: Raleigh, NC**

Salary Grade/Range: JSP 14 - 16 (\$99,638 - \$165,300)**

**Depending upon length, complexity, qualifications and relevance of experience

Opening Date: February 17, 2012

Closing Date: Open Until Filled

First Cut-off Date: March 9, 2012

The United States District Court for the Eastern District of North Carolina is accepting applications for a Chief Deputy Clerk. This is a professional, managerial position responsible for the day-to-day administration and supervision of operations and various administrative functions of the Clerk of Court's office. The Chief Deputy reports directly to the Clerk of Court and assists the Clerk with supervision; planning, developing and implementing office policies, procedures and programs; and managing the Court's operations.

Representative Duties:

- Assist in providing leadership, management, and supervision for the operations of the Clerk's office. Assist in overseeing the business of the court, including the processing of cases, statistical reporting, case management, and serving as the custodian of official court records. Assume the duties of the Clerk of Court in his absence.
- Assist with the formulation, implementation, monitoring, and modification of organizational policy and court rules. Participate and collaborate in the establishment and development of court-wide policies. Assist with developing and executing strategic and long-range plans of the Clerk's office and the court. Interpret and apply the appropriate statutes, rules, and operating procedures, including the *Guide to Judiciary Policies and Procedures* and local internal policies and controls.
- Analyze the overall flow of cases within the court to ensure effective case management. Assist with managing the jury operations of the court and make recommendations to improve juror utilization.
- Interact with the Administrative Office, Federal Judicial Center, other federal courts, court units, the bar, government agencies, judges and the public to resolve complex issues of practice and procedure.
- Assist with the development, implementation, and enforcement of policies and practices to secure staff and physical assets of the court unit, which may include oversight of: property management, training, emergency preparedness and disaster recovery activities, space and facilities needs, security, media and public relations; and, acquiring additional resources as needed.

- Supervise preparation and submission of statistical reports relating to all cases filed, disposition of such cases, disposition of defendants in criminal cases, use of jurors, trials and pre-trials conducted, naturalization petitions and other reports required to reflect the workload of the court.
- In conjunction with the Clerk and Management Team, establish and adjust long range goals, schedules, priorities and deadlines for completion of work assignments and coordinate work schedules among subordinate units.
- Participate in and coordinate Management Team activities, as well as, chair meetings.
- Work with IT Director to determine present and future automation needs, anticipating trends in emerging technologies, and assist in developing long and short-term plans synthesizing Court needs with available technology and maximizing efficiency through improvements to existing automated systems.
- Assist with development of the budget and financial plan.
- Prepare comprehensive memoranda, reports, and correspondence; draft administrative orders, proposed procedures and local rules; complete complex projects and perform other duties as assigned by the Clerk.

Qualifications:

A bachelor's degree from an accredited four-year college or university (preferably with a degree in public administration, business administration, social sciences, or a related field) is required. A bachelor's degree from an accredited college or university may be substituted for a maximum of three (3) years of required general experience on the basis of one academic year of education equals nine (9) months of experience. A postgraduate degree may be substituted for one additional year of required general experience, and a law degree may be considered as qualifying for two additional years of required general experience.

In addition, the successful candidate must be a leader, motivator, highly organized, and maintain a professional demeanor at all times. Candidate must also have the ability to provide innovative solutions to workplace problems and employee relation issues, possess excellent written and verbal communication skills, have expertise in dealing with others in person-to-person work relationships, and strong analytical and project management skills.

Each candidate must also have a performance history that demonstrates strong organizational and problem solving skills, the ability to exercise sound judgment and a strong work ethic. In addition, a minimum of three years of general experience and three years of specialized experience is required as indicated below:

General Experience: A minimum of three years of progressively responsible general administrative or professional experience in public service or business which provided an opportunity to study, practice and implement the basic theories, concepts, principles, and policies of sound and effective management.

Specialized Experience: A minimum of three years of progressively responsible experience in a position with substantial senior management responsibilities, preferably in judicial administration or operations of a federal or state court.

Conditions of Employment:

Employees of the United States Courts are not included in the government’s Civil Service classification and are considered “at will” employees.

Applicants must be United States citizens or lawful permanent residents actively seeking citizenship. Applicants will be required to submit to a background investigation (including references, criminal history, and credit history) prior to an offer of employment being made. The person selected for this position will also be required to submit fingerprints for an FBI background check. The Chief Deputy Clerk position is an *Executive High-Sensitive position* within the federal judiciary. Employment will therefore be considered provisional pending the successful completion of a ten-year, full-field Office of Personnel Management background investigation. The incumbent will be subject to updated background investigations every five years.

The Chief Deputy travels regularly within the district to divisional offices in Elizabeth City, Greenville, New Bern, and Wilmington.

All employees are required to adhere to the “*Code of Conduct for Judicial Employees*” which is available for review upon request.

Benefits:

Electronic Fund Transfer (EFT) for payroll deposit is required. Benefits include paid vacation, sick leave, 10 paid holidays, a flexible benefits program; portable retirement plan with matching contributions; and a professional environment.

Application Procedures:

Applicants must submit the following:

- A cover letter of interest and a narrative statement that addresses qualifications, relevant experience, and management style or philosophy.
- A current resume.
- Names and contact information for three (3) professional references.
- Form AO 78, Application for Judicial Branch Federal Employment (may be obtained at <http://www.nced.uscourts.gov/employment>).

Applications will not be considered complete until all items listed above have been received by Human Resources. Submissions should be mailed to:

**U.S. District Court, EDNC
Attn: Human Resources
310 New Bern Avenue, Room 434
Raleigh, NC 27601**

This agency provides reasonable accommodations to applicants with disabilities. The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written or other notice.

-The U.S. District Court is an Equal Opportunity Employer-