CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT
Northern District of Iowa

POSITION	POSITION OVERVIEW
Docketing Supervisor	This position is located in the Clerk's Office. The incumbent performs professional and supervisory work managing all aspects of the case management function of the court, including training and supervision of case administrators and courtroom deputy staff, ensuring compliance with the appropriate guidelines, policies, quality control, and internal controls. This involves planning, organizing and reviewing work, administering personnel matters, and dealing effectively with the docketing staff, court staff, management, and the public.
LOCATION	
Cedar Rapids, Iowa	
SALARY/TARGET	
CL 26 ($41,786) to CL 28 ($89,481) Dependent upon qualifications and experience	**Representative Duties**
OPENING DATE	
February 22, 2012	
CLOSING DATE	
March 9, 2012	
ANNOUNCEMENT	
2012-1	• Assign, direct and monitor the progress of the work of court operations staff which includes case administrators and courtroom support, while coordinating the equitable distribution of work and office coverage. Review work in progress, approve or revise completed work, and offer advice and assistance when needed. Identify training needs and conduct training as needed. Keep staff informed of new or changed policies and procedures for the organization. Review productivity reports for docketing and identify and implement any needed training. • Recommend personnel actions concerning the court operations staff such as: selections, promotions, step increases, disciplinary actions, and separations. Interview candidates and make recommendations for subordinate positions. Evaluate employee performance and conduct regular performance evaluations for each employee using ePerformance. Recommend developmental plans and appropriate training programs to enhance performance and productivity. • Develop organizational goals and objectives, including ongoing development, modification and operation of the District Case Management/Electronic Case Files (CM/ECF) and quality control measures. Plan and coordinate with the CM/ECF Administrator and Information Technology (IT) staff to create and update the CM/ECF dictionary events, tables, records management system, case assignment decks, etc. Assist in the training of attorneys and court staff on the proper utilization of CM/ECF. • Assist in establishing operations procedures, standards and best practices; lead the development and/or update of manuals. Develop, evaluate and make recommendations to improve the effectiveness of the operations of

the Court, including work methods and procedures.

- Analyze and interpret Administrative Office directives, local and federal rules, and Administrative Orders and procedures affecting court operations. Provide procedural information to judicial officers, court staff, the public, and the bar.
- Reconcile receipt of funds and make bank deposits in accordance with the Court's Internal Control Plan.
- Monitor, prepare and transmit Civil Justice Reform Act (CJRA) reports.
- Serve as the Court Records Officer; oversee all aspects of the court's records management activities. This includes storage, release, and certification of official records. Prepare, ship and retrieve records from the appropriate Federal Records Center.

QUALIFICATIONS

The incumbent must have four years of progressively responsible court operations or related experience. The incumbent must further possess the abilities to solve problems and make sound decisions within the context of the court's professional standards, broad policies, and strategic goals. An advanced and thorough knowledge of court policies, practices, and guidelines, as well as a bachelor's degree from an accredited college or university (preferably in business administration, public administration, or a related field) is preferred.

Human Resources and Leadership

- Ability to lead a team of employees performing case management and courtroom support functions to insure staff is working effectively to achieve the office goals and objectives.
- Knowledge of supervisory and employee management principles. Skill in assigning, prioritizing, monitoring, and reviewing work assignments. Skill in mentoring and training employees with varying educational backgrounds and aptitudes. Ability to assess and document employee performance objectively and equitably against established goals and objectives within a specific rating period. Skill in anticipating potential personnel issues and taking appropriate action. Knowledge of applicable employee rights, protections, and avenues of appeal. Knowledge of applicable policies and procedures governing the hiring, employment, and separation of employees. Ability to understand managerial policies and prioritize the needs of the court unit.

Court Operations

- Advanced and thorough knowledge and understanding of the policies and procedures of the Court, the Federal Rules of Civil and Criminal Procedures, and the Court's Local Rules. A working knowledge of the internal controls and financial regulations relating to receiving and depositing funds. Knowledge of government procurement procedures and the regulations governing the employment of interpreters and court reporters. The ability to research problems and communicate solutions. The ability to ensure cooperation and improvement from a variety of individuals who interact with the Clerk's Office.

Written and Oral Communication/Interaction

- Strong verbal communication skills in working with Judges and their staff, Clerk's Office staff, attorneys, and others in scheduling events and managing courtroom logistics. Ability to communicate effectively (orally and in writing) to individuals and groups to provide procedural information. Ability to communicate with parties and answer questions without providing legal advice. Ability to communicate effectively (orally and in writing) with individuals and groups to explain case management information and to train staff in the understanding of the judiciary's case management operations.

Information Technology and Automation

- Skill in the use of applicable automated systems (CM/ECF, ePerformance, word processing, Lotus Notes, spreadsheets and database applications).

BENEFITS

- 10 paid holidays per year
- Paid annual leave

- Paid sick leave
- Retirement benefits
- Optional participation in Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in choice of Supplemental Dental and Vision Insurance
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in Flexible Benefits Program (Health Care and Dependent Care Reimbursement)
- Optional participation in Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Optional participation in private Long-Term Disability Plan
- Credit for prior government service

ADDITIONAL INFORMATION FOR APPLICANTS

- The United States District Court requires employees to adhere to a code of conduct and dress code which is available upon request.
- The Federal Financial Reform Act requires direct deposit of federal wages for Court employees.
- Due to the volume of applications, the Court will only communicate with those individuals who will be interviewed.
- The position will be open until filled and may be closed without further notice.
- All Clerks Office employees are excepted service appointments and as such are "at will" employees that can be terminated with or without cause by the Court at any time and are also subject to continued funding.
- The Court is an equal opportunity employer which encourages minority applicants.
- Hiring of the successful applicant will be contingent upon the satisfactory completion of a background check.
- Applicants must be a U.S. citizen or eligible to work in the United States.

Salary

The starting salary is negotiable within the indicated range, depending upon the applicant's qualifications. The position may be classified between a CL 26 with a starting salary of $41,786 and a CL 28 with a maximum salary of $89,481. CL 26 position has future promotion potential to the CL 27 grade. CL 27 position has future promotion potential to the CL 28 grade.

HOW TO APPLY

Applicants must submit, either electronically or by mail, both a cover letter setting out their interest and **specific qualifications for the position** and resume. Applications without a cover letter will not be considered, and the cover letter will be treated as a writing sample. The cover letter and resume should be emailed or mailed to:

applications@iand.uscourts.gov
Debra S. Ratay, Human Resources Specialist
U.S. District Court, Northern District of Iowa
4200 C Street SW, Building A
Cedar Rapids, IA 52404

By not later than March 9, 2012.

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 COURT IS NOT AUTHORIZED TO REIMBURSE CANDIDATES FOR TRAVEL IN CONNECTION WITH AN INTERVIEW OR PAY FOR ANY RELOCATION EXPENSES.