

United States District Court, District of Colorado  
901 19<sup>th</sup> Street  
Denver, CO 80294  
[www.cod.uscourts.gov](http://www.cod.uscourts.gov)

Job Announcement Number: 2012-01-USDC

**Position Title: Clerk of Court**

**Judicial Salary Plan Grade Level: JSP 15 - JSP 17**

**Salary Range: \$122,064 - \$165,300 (Pay Table 58)**

**Expected start date: June 15, 2012**

**Opening Date: February 21, 2012**

**Closing Date: March 21, 2012**

#### **Court Information**

The United States District Court for the District of Colorado is comprised of seven active district judges, three senior district judges, six full-time magistrate judges, and two part-time magistrate judges. The judges are located in Denver, with the exception of the part-time magistrate judges, who are located in Durango and Grand Junction.

#### **Position Overview**

The Court is seeking a senior level executive with experience as an administrator of a diverse and innovative organization to serve as the District's Clerk of Court. Exceptional communication and interpersonal skills, along with a proven record of leadership and accomplishment, are required, preferably in a court or law-related environment. The Clerk of Court for the District of Colorado works in collaboration with the Chief Judge, the Clerk of the U.S. Bankruptcy Court, and the Chief U.S. Probation Officer.

#### **Position Duties and Responsibilities**

The Clerk of Court, who serves at the pleasure of the Court, is appointed by the district judges and has overall management authority and responsibility for the non-judicial components of the Court. The Clerk occupies the highest-level non-judicial position in the Court and works closely with the Chief Judge in assuring that the administrative and operational needs of the Court are effectively and efficiently met. The Clerk supervises a staff of 66 Clerk's Office employees and provides operational support to ten Article III judges (7 active, 3 senior) and eight Magistrate Judges (6 full-time, 2 part-time). The Clerk is also responsible for providing administrative support services in the areas of human resources, systems technology, space, facilities, budget and court staff. The Clerk serves as the Court's liaison and works cooperatively with federal and local government agencies, bar groups, media representatives, and the public. The Clerk of the Court oversees the performance of statutory duties of the Office of the Clerk pursuant to 28 U.S.C. §751.

The Clerk of Court performs duties and responsibilities which include, but are not limited to:

- working closely with the Chief Judge regarding court administration and policy;
- creating a vision of excellence through strategic planning in an environment of limited and decreasing resources;
- providing the administrative and operational infrastructure necessary to efficiently and effectively achieve the Court's mission, including hiring, assigning, and training of personnel;
- creating and maintaining a culture that values human resources and the contributions necessary to maintain a good organization;
- directing the processing of civil and criminal cases and the issuance of process;
- promoting and maintaining the integrity of official court records in the custody of the Court;
- directing and overseeing the Court's property, procurement, and financial management programs, and ensuring proper oversight in the development, revision, and maintenance of internal control procedures;
- preparing and managing the Court's annual budget;
- managing the jury operations of the Court, including qualifying and summoning jurors, and making recommendations to improve juror utilization;
- facilitating the Court's use of technology and automation;
- analyzing and making recommendations on statutes, local rules, and procedures affecting the operation of the Court;
- directing development and administration of comprehensive emergency preparedness plans;
- coordinating and preparing statistical studies and reports as required by the Court, the Circuit, and the Administrative Office of the United States Courts;
- designing and managing training programs;
- serving as the Court's Public Information Officer; and
- conducting special duties as directed.

### **Qualification Standards**

**Education:** A bachelor's degree with an emphasis in government, judicial, public or business administration or related field is **required**. A juris doctor is **preferred**.

**Experience:** Candidates who have not earned a juris doctor degree must have a minimum of 10 years of progressively responsible administrative experience (e.g., financial management, space and facilities management, human resources management, oversight of information technology, and long and short range planning) in public service or business which provides a thorough understanding of organizational, procedural, and human aspects of managing an organization. At least 3 of the 10 years experience must have been in a position of substantial management responsibility.

Candidates who possess a juris doctor must have a minimum of 5 years of progressively responsible administrative experience [e.g., financial management, space and facilities management, human resources management, oversight of information technology, and long and short range planning] in public service or business which provides a thorough understanding of organizational, procedural and human aspects of managing an organization. At least 3 of the 5 years experience must have been in a position of substantial management responsibility.

Experience in the federal judiciary is preferred, with operational knowledge of the courts, office automation, including automated case management systems, and a working knowledge of the Federal Rules of Criminal and Civil Procedure and the Court's Local Rules.

Solid organizational, problem solving, and conflict resolution, as well as solid oral and written communications skills, are strongly preferred. The successful candidate should be a leader and motivator who is able to maintain a professional demeanor at all times.

## **How to Apply**

Qualified applicants are invited to submit an application packet which includes:

- \* A cover letter addressing how the applicant satisfies the qualifications for this position;
- \* a comprehensive resume of education and employment, including dates of employment, functions managed, and the number and composition of personnel supervised;
- \* Completed Application for Judicial Branch Federal Employment form (Form AO78) available at [www.cod.uscourts.gov](http://www.cod.uscourts.gov) listed under Employment Information link.
- \* A concise typewritten narrative describing the applicant's management style, strategy for developing effective working relationships, and approach to implementing change and resolving personnel conflicts.

Submit completed application packet (in Word, WordPerfect, or Acrobat .pdf format) to [Ronna Duncan@cod.uscourts.gov](mailto:Ronna_Duncan@cod.uscourts.gov)

Applications sent through the mail, received via fax, or hand delivered will not be accepted.

Applicants who fail to submit all required materials or who submit application materials through any other means, including in hard copy, will not be considered.

## **Procedures for Selection**

The Court will screen all applications and will invite a selected group of the best qualified applicants for a video conference interview. Based on their video conference interviews, the pool of applicants will be pared down to final interviewees who will be invited for a full day of in-person interviews with judges and court staff. Applicants selected for the initial video conference interviews will be required to submit three letters of professional reference prior to their scheduled interviews. Travel expenses associated with interviews, if applicable, will be borne by the applicant.

## **Background Investigation**

This is an 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.

## **Benefits**

Federal benefits include 10 paid holidays per year, paid vacation and sick leave, retirement benefits, optional participation in Thrift Savings Plan, choice of Federal Employees' Health Benefits, Life Insurance programs, long-term disability and long-term care options, and Flexible Benefits Program, and long-term care insurance. Credit for time-in-service prior government service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits. Additional information on the federal government benefit package is available for review at [www.cod.uscourts.gov](http://www.cod.uscourts.gov) listed under the Employment Information link.

Relocation expenses may be available for the successful applicant, subject to the budget.

### **Notice to Applicants**

Employees of the United States District Court are not covered by the Office of Personnel Management's civil service classification system or regulations. Employees of the United States District Court serve under excepted appointments and are considered "at will" employees.

All application information is subject to verification. All applicants must be U.S. citizens or be eligible to work in the United States. Proof of eligibility status will be required.

Judiciary employees are required to adhere to the Code of Conduct for Judicial Employees available for review at [www.cod.uscourts.gov](http://www.cod.uscourts.gov) listed under Employment Information link.

All appointments are subject to mandatory electronic direct deposit of salary payments.

The United States District Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to re-publish the job announcement without prior written notice.

The United States District Court is an equal opportunity employer.