Career Opportunity
Chief Deputy Clerk (Type II)
Clerk's Office
Portland, Oregon
Vacancy Number 12-04
Closing Date: April 4, 2012

THE POSITION

The Clerk's Office of the United States District Court for the District of Oregon is now accepting applications for the position of Chief Deputy Clerk (Type II). The Chief Deputy is the senior-level manager of the Clerk's Office, reporting directly to the Clerk of Court. In the absence of the Clerk, the Chief Deputy assumes all of the functions and responsibilities of the Clerk.

The incumbent is responsible for administration and supervision of the day-to-day operations of the Clerk's Office to ensure efficient court operations, including civil and criminal case administration, statistical reporting, human resources management, jury management, property and procurement management, information technology, budget and financial management, courthouse security, and facilities management. The Chief Deputy is also responsible for developing, implementing, and refining office policies, procedures, and programs to enhance the productivity and efficiency of the Clerk's Office and the District Court; assisting in policy development, implementation, and monitoring; long range planning; and public relations.

Representative Duties: The incumbent performs a full-range of high level functional duties and supervisory duties. Responsibilities of this position include, but are not limited to:

- Assists in providing leadership, management, and supervision for all operations of the Clerk's Office.
- Assists in overseeing the business of the Court, including the processing of civil and criminal cases, statistical reporting, case management, and alternative dispute resolution programs.
- Analyzes the overall flow of civil and criminal cases within the Court to ensure efficiency and data quality.
- Assists with the development, implementation, and enforcement of policies and practices involving data quality control, human resources and training, emergency preparedness and disaster recovery, and media and public relations for the Court.
- Assists with managing the jury operations of the Court and makes recommendations to improve juror utilization.
- Assists with the formulation, implementation, monitoring, and modification of organizational policy and court rules.
- Interprets and applies the appropriate statutes, rules, and operating procedures, including the *Guide to Judiciary Policy*.
- Participates and collaborates in the establishment and development of court-wide policies.
- Assists with developing and executing strategic and long-range plans of the Clerk's Office and the Court.
- Conducts meetings with staff and attends management meetings.
- Assists with coordinating and providing subject matter expertise for judicial committees and judges' meetings.
- Interacts with the Administrative Office, Federal Judicial Center, the Office of the Circuit Executive, other federal courts, the bar, government agencies, and the public to resolve complex issues of practice and procedure.

QUALIFICATIONS

Minimum Qualifications: To meet the minimum qualifications, applicants must have a bachelor's degree from an accredited four-year college or university (preferably with a degree in public administration, business administration, social sciences, criminal justice, or a related field), plus a minimum of six years of experience; three years of general experience and three years of specialized experience as described below.

General Experience: Progressively responsible administrative, professional, technical, or other responsible work that provided an opportunity to gain: a) a general knowledge of management practices and administrative processes, b) skill in dealing with others in person-to-person work relationships and, c) the ability to exercise mature judgment.

Specialized Experience: Progressively responsible experience in administrative, supervisory, managerial, or professional work, preferably in federal judicial administration or court operations.

A master's degree, relevant post-graduate certification, or Juris Doctor (J.D.) degree is desired. Some educational substitutions for experience may apply.

Additional Desired Qualifications: In addition to the minimum qualifications, successful applicants must demonstrate how their personal experience has enabled them to apply:

- Organizational leadership skills;
- Problem solving and conflict resolution abilities;
- Innovative solutions to facilitate organizational change;
- Performance based management; and
- Employee relation skills.

Other desired experience includes experience with the federal judicial system; management and staff training and evaluation; and a comprehensive understanding of Civil and Criminal CM/ECF, HRMIS, JMS, and FAS4T.

SALARY RANGE

This position is classified at JSP 14-16 ($101,933 - $165,300), depending on length, complexity, and relevance of experience; educational attainment; and current compensation. Relocation assistance may be available.

Employee Benefits: Employees of the United States District Courts are not included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of these benefits are:

- Full-time employees accrue 13 days of paid vacation per year for the first 3 years of employment up to a maximum of 26 days per year at the 15-year anniversary.
- Participation in a retirement program with optional participation in the federal government's deferred compensation program, the Thrift Savings Plan.
- Optional participation in a federal health insurance plan of choice.
- Optional participation in supplemental insurance programs, including group long-term care, group long-term disability insurance program, and dental and vision insurance programs.
- Optional participation in the flexible spending account program for unreimbursed medical, dental, and vision expenses; dependent care expenses; and commuter expenses.
- A minimum of 10 paid holidays per year.
- Time-in-service credit for employees of other federal agencies, as well as time for those with prior military service, for determining leave accrual and retirement benefits.

HOW TO APPLY

To apply, submit a letter of interest and chronological resume together with an Application for Employment – U.S. District Court, District of Oregon, and a list of 3 professional references to the address below. In addition, each applicant must submit a narrative statement that addresses qualifications, relevant experience, and management style or philosophy. These items should arrive at the Court no later than 4:30 p.m. on April 4, 2012. Application forms are available on the Court's website at **www.ord.uscourts.gov** in fillable format. These forms are also available at the Portland Clerk's Office (see address below). Please type or print all information and sign and date forms where indicated. Incomplete packets and those submitted after the deadline date will not be considered. Verification of employment, education, and reference checks will be made prior to any offer of employment.

Chief Deputy Clerk (Type II)
Office of the Clerk
Human Resources Division
United States District Court, District of Oregon
1000 SW Third Avenue, Suite 740
Portland, Oregon 97204

If selected for an interview, participation in the interview process will be at the candidate's own expense. The Court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Division of the Clerk's Office at (503) 326-8165. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

CONDITIONS OF EMPLOYMENT

- Employees of the United States Courts serve under "Excepted Appointments" and are considered "at will" employees. As such, employment can be terminated at any time. Furthermore, Federal Civil Service classifications do not apply.
- Duty station assignments are at the sole discretion of the Clerk of Court.
- This position is subject to mandatory participation in electronic funds transfer (EFT) for payment of net pay (i.e., Direct Deposit). (Limited exceptions are available upon request.)
- Applicants must be United States citizens or eligible to work for the United States government. Appointment is contingent upon providing proof of U.S. citizenship or proof of authorization to work in the United States as required by the Immigration Reform and Control Act of 1986.

The following conditions apply to candidates for positions with the United States District Court:

- False statements or omissions of information on any application materials or the inability to meet conditions of employment may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.
- The Chief Deputy Clerk position is an *Executive High-Sensitive* position within the federal judiciary. Employment will 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 Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement entirely, either of which may occur without prior written or other notice.
- All information is subject to verification and background investigation.

- If selected for a first-time appointment to a position in the District of Oregon, you will be required to complete a six-month probationary period of employment. Failure to successfully complete the probationary period may result in termination of employment.
- In the event a position becomes vacant in a similar classification within a reasonable time from the original announcement, the Clerk of Court may select an appointee from the candidates who responded to the initial announcement without posting the vacancy.

U.S. DISTRICT COURT FOR THE DISTRICT OF OREGON

The United States District Court for the District of Oregon is a federal trial court within the Judicial Branch of the federal government. The District's geographic jurisdiction covers an area in excess of 96,000 square miles and encompasses the state of Oregon.

The District Court consists of six district judgeships, seven senior district judges, six magistrate judgeships, two recalled magistrate judges, one part-time magistrate judgeship, the Office of the Clerk of Court, the U.S. Probation Office, the U.S. Pretrial Services Office, and the U.S. Public Defender's Office.

The headquarters for the Court are located in Portland with additional staffed offices in Eugene and Medford.

The Clerk's Office, under the direction of the Clerk of Court, serves as the primary administrative office for the District and employs a staff of approximately 75 deputy clerks. The Clerk's Office is responsible for a wide variety of administrative functions including case administration, courtroom and juror services, records management, appeals processing, human resources and development, budgetary and financial operations, space and facilities management, information technology, and property and procurement.

The United States District Court for the District of Oregon is an Equal Opportunity Employer