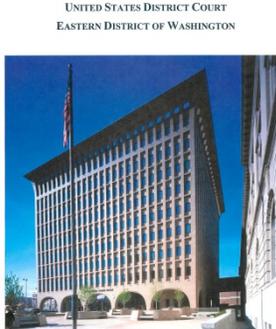


UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF WASHINGTON



Date: August 1, 2012
Position Title: Clerk of Court
Class Level: JSP 16 – JSP 18
Salary Range: \$133,389 - \$165,300
Closing Date: September 15, 2012, or Until Filled
Vacancy No.: 2012-5
Location: Spokane, Washington

POSITION OVERVIEW

The Eastern District of Washington is seeking an experienced professional with a proven track record to fill its top administrative position. In providing administrative and operational support to judicial officers, the Clerk of Court leads and directs the administrative and operational activities of the Clerk's Office. The position becomes available on December 1, 2012. The job involves making decisions and resolving complex problems having a significant impact on the daily functioning and mission of the Court. The position also includes some travel and public speaking.

The Clerk's primary interactions are with judicial officers; other court unit executives; Clerk's Office staff; the Administrative Office of the U.S. Courts; the Office of the Circuit Executive; the General Services Administration; the Federal Judicial Center; local, state, and federal law enforcement agencies; the Federal Defender's Office; practicing lawyers; state and federal bar associations; and the media. The Clerk of Court is appointed by, and serves at the pleasure of, the entire bench of the district and reports to the Chief United States District Court Judge.

The Eastern District of Washington ("WAED") is comprised of twenty counties east of the summit of the Cascade Mountains. WAED includes approximately two-thirds of the land area of the state (41,960 square miles) and is home to 1,495,054 of its citizens (2010 census). WAED has staffed courthouses in three locations: Spokane, Yakima, and Richland.

WAED has four authorized district judgeships, one of which is currently vacant. WAED currently has five senior judges, two magistrate judges, 36 Clerk's Office employees, and an additional 30 employees serving in chambers. The Clerk of Court is responsible for an annual budget exceeding \$9 million dollars.

QUALIFICATIONS

Key Qualities:

In order for a candidate to be successful, he or she will need to possess strong leadership qualities including the following characteristics:

An ability to lead with vision and a desire to achieve and maintain a high level of organizational excellence;

An ability to develop and execute strategic plans;

An ability to articulate and inspire fulfillment of management priorities;

Skill in crisis management; and

An ability to think analytically, apply sound judgment, problem solve, make effective decisions, and act with integrity.

The successful candidate also must possess:

Effective oral and written communication skills;

A strong ability to foster effective working relationships;

A commitment to integrating current and future technologies including computer proficiency;

A good understanding of sound financial management principles combined with the ability to critically analyze data for planning and budget purposes; and

Knowledge of basic legal terminology and procedures.

Education and Experience:

Mandatory credentials

A bachelor's degree from an accredited four-year college or university (preferably with a degree in public or business administration, social sciences, or related fields);

At least ten years of progressively responsible experience in management and/or administration, five of which must have been in a position of substantial supervisory or management responsibility.

Preferred credentials:

Additional professional experience, a master's degree, or relevant post-graduate certification in related fields from an accredited university, or a Juris Doctor (J.D.) degree.

Advanced degrees or certification may be substituted for up to two years of professional management experience.

INFORMATION FOR APPLICANTS

Relocation costs reimbursement of up to \$10,000 or more, is negotiable.

The United States District Court requires employees to adhere to a Code of Conduct for Judicial Employees which may be viewed on the Judiciary's website at:

<http://www.uscourts.gov/RulesAndPolicies/CodesOfConduct/CodeConductJudicialEmployees.aspx>.

The Federal Judiciary offers a comprehensive benefits package. For full information, please go to:

<http://www.uscourts.gov/careers/BeneFitForLife.aspx>.

Applicants must be United States citizens, or eligible to work in the United States Judiciary.

The final candidate will be subject to a background investigation by federal law enforcement agencies, including verification of credentials.

The Federal Financial Reform Act requires direct deposit of federal wages for court employees.

Applicants will receive an email confirming the Court's electronic receipt of application materials and a separate email regarding whether the applicant will receive an interview.

Applications received by September 15, 2012, will be reviewed for the first round of interviews. If a selection is not made from the first round of interviews, additional applications will be considered.

Application Packet Requirements:

Qualified applicants should submit an original, plus one (1) copy of the following:

- A cover letter of interest and narrative statement that addresses qualifications, relevant experience, management style and philosophy.
- A current resume detailing education, work experience, and contact information for five (5) professional references.
- A completed AO-78 Application for Judicial Branch Federal Employment. A copy of the AO-78 Application form may be downloaded from the Court's website at www.waed.uscourts.gov.

Submit the original, a paper copy, and an electronic version of the application packet to the following addresses:

Submit Original and Paper Copy to:
Grace Capri Miller, Human Resources Manager
United States District Court
Post Office Box 1493
Spokane, WA 99210-1493

AND

Submit the Electronic Version in PDF to:
HR@waed.uscourts.gov

Conditions of this announcement are subject to modification.

***THE U.S. DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER
AND WELCOMES DIVERSITY IN THE WORKPLACE***