

## VACANCY ANNOUNCEMENT (13-01)



United States District Court - Middle District of Pennsylvania

### **CLERK OF COURT - SCRANTON, PA**

**Salary: JSP 16-1 (\$133,389) - JSP 17-10 (\$165,300)**

*Opening Date: October 11, 2013 - Closing Date: November 11, 2013*

**Position Overview:** The United States District Court for the Middle District of Pennsylvania is seeking qualified applicants for the position of Clerk of Court. The Clerk of Court is a senior management position, appointed by the Judges of the United States District Court. The Middle District of Pennsylvania covers thirty-three counties and is served by thirteen Article III Judges (six active and seven senior) and five U.S. Magistrate Judges located among four divisional offices: Harrisburg, Scranton, Wilkes-Barre and Williamsport.

The Clerk of Court serves as the Executive Officer and is responsible for managing the administrative and operational functions of the Clerk's Office, preparing the annual budget, ensuring compliance with statutory requirements and directing policy implementation and long range planning. The position is responsible for all non-judicial functions and activities, including financial management, jury service, procurement operations, space and facilities, records management, information technology and human resources management. The successful applicant must demonstrate strong leadership and managerial skills to lead a diverse organizational structure.

The Clerk of Court serves as liaison to the Administrative Office of the U.S. Courts, the Federal Judicial Center, the U.S. Marshals Service, the General Services Administration, various state and local bar associations and the public.

**Qualifications:** The successful applicant must have a minimum of ten (10) years of progressively responsible administrative experience in public service or business that has provided a thorough understanding of human resources management and budget analysis and compliance. The applicant's prior work experience must also demonstrate his or her effective encouragement of innovation and professionalism. At least three of the ten years experience must have been in a position of substantial management responsibility. Superior writing, strong analytical, excellent communication and interpersonal skills are essential. The position requires frequent travel and public speaking. The successful applicant must have a bachelor's degree. An advanced degree in law, business management, public or court administration or related field is preferred. Prior Federal Judiciary experience is strongly preferred. Knowledge of information technology is desirable.

**Salary:** The salary range is JSP 16-1 (\$133,389) to JSP 17-10 (\$165,300), commensurate with qualifications, experience and any prior classification under the Judiciary Salary Plan.

**Benefits:** The Federal Judiciary offers a comprehensive benefits package, including annual and sick leave, health and life insurance, dental and vision insurance, retirement, flexible spending accounts for health and dependent care and long-term care.

**Conditions of Employment:** Applicants must be a United States citizen. The selected candidate is hired provisionally, pending the results of an FBI Background Investigation, with periodic reinvestigation. The court provides reasonable accommodations to applicants with disabilities. If you require a reasonable accommodation for any part of the application process, please notify the District Court's Human Resources Office at (570) 207-5670. Employees are required to use electronic fund transfer (EFT) for payroll purposes.

**To Apply:** Applicants must submit an original plus one copy of the following: a cover letter, a resume (including salary history), three professional letters of reference, a narrative statement addressing relevant experience, management style and philosophy and a completed Application for Judicial Branch Federal Employment (AO-78) (which may be downloaded from the court's website at [www.pamd.uscourts.gov](http://www.pamd.uscourts.gov).) All documents are to be forwarded via U.S. Mail marked "Confidential" to United States District Court, Attn: Human Resources Office, 235 North Washington Avenue, Scranton, PA 18501-1148. The deadline for applications is November 11, 2013. Travel for the interview and/or relocation expenses are not authorized.

*Court employees are "at will" and the Federal Government Civil Service classification or regulations do not apply.  
The U.S. District Court is an equal opportunity employer.*