

**The United States District Court
Southern District of Florida
Notice of Vacancy**

Position: Chief Deputy Clerk • Operations
Announcement No: 2017-CLK-02
Location: Miami, Florida
Salary Range: \$145,725-\$170,400 (JSP 16 Level – commensurate with experience)
Opening Date: October 27, 2016
Closing Date: Applications received by November 14, 2016, in first review, Open Until Filled

Position Overview:

Chief Deputy Clerks, at the discretion of the Court Administrator • Clerk of Court, oversee the day-to-day operation and administration of the Clerk's Office and serve as second-in-command/alter egos to the Clerk of Court. This position is one of two Chief Deputy Clerk positions within the Clerk's Office. The Office of the Clerk includes five divisions, the largest being in Miami where this position will be stationed. The Clerk's Office currently is staffed with approximately 170 employees. The office serves 24 U.S. District Judges (active and senior) and 17 full time U.S. Magistrate Judges (one of which is recalled). In fiscal year 2016, the Clerk's Office processed 11,490 new case filings. The Chief Deputy Clerk • Operations may perform any of the following duties and responsibilities as assigned by the Clerk of Court.

Representative Duties:

- The Chief Deputy Clerk • Operations provides leadership, management, and supervision for the operations of the Clerk's Office. Assists in overseeing the business of the Court, including case processing, statistical reporting, case management, custody of official court records and the provision of court interpreting services. Assumes the duties of the Clerk of Court in his absence.
- Assists with the formulation, implementation, and modification of organizational policies, which involves collaboration with Judges and other court personnel. The Chief Deputy interprets and applies statutes, rules and operational procedures, including the Guide to Judiciary Policy. Participates in the development of court-wide policies. Assists with devising and executing strategic plans for the Clerk's Office and the Court.
- The Chief Deputy supports the Clerk of Court in creating a vision of excellence. The Chief Deputy creates and implements plans for increasing operational efficiency throughout the Court and the Clerk's Office.
- The successful candidate will lead in the maintenance of a culture of exceptional client service, where our Clerk's Office's stated goal is to achieve excellence in all aspects of our operations.
- Oversees (in conjunction with the Court's Automation Director) the operation and functionality of the Court's electronic case management electronic filing (CM/ECF), quality control, and records management systems. This includes continuous critical analysis and the development and implementation of improvements to these systems.
- The Chief Deputy creates and maintains a training atmosphere where continuous improvement is valued and encouraged as to all aspects of operations, especially as to the CM/ECF system.
- Works with the Judges and Clerk on the development of policies/procedures to insure quality and to improve the consistency of case processing and operations between Court divisions.

- The Chief Deputy is responsible for insuring the complete and thorough documentation of all Clerk's Office operational policies and procedures, including docketing manuals, courtroom deputy manuals, CM/ECF guides, practice guides, training materials, and statistical manuals.
- The Chief Deputy has at least six direct reports, including two Operations Managers, the Supervisory Court Interpreter, the CM/ECF Analyst, the Courtroom Services Manager and the Court Statistician. This position also oversees personnel matters for approximately 90 indirect reports. As such, the successful candidate must have excellent interpersonal skills and the ability to handle personnel matters with fairness and sensitivity.
- The successful candidate will attend and support various Judges' Committee meetings, such as the Committee on the Clerk's Office. Representative duties include the preparation of agendas, meeting materials and minutes.
- Oversees the accurate maintenance, collection and reporting of case statistics.
- The Chief Deputy interacts with the Administrative Office, the Federal Judicial Center, other federal courts and court units, the bar, government agencies, and the public to resolve complex issues of practice and procedure.
- Prepares comprehensive memoranda, reports, correspondence, draft administrative orders, and proposed procedural rules. Excellent legal writing skills are a must.
- Performs other duties as assigned.

Education Requirement: An undergraduate university or college degree.

Qualification Requirements: Requires a minimum of six years of progressively responsible experience, three of which qualify as general and three of which qualify as specialized.

General Experience: Requires a minimum of three years of general experience, which is defined as progressively responsible administrative, professional, investigative, technical or other responsible work that provided an opportunity to gain a general knowledge of management practices and administrative processes; skill in dealing with others in person to person work relationships; and the ability to exercise mature judgment.

Specialized Management Experience: Requires a minimum of three years of specialized experience, which is defined as progressively responsible experience in administrative, supervisory, managerial, or professional work that provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of management. One year of graduate study may be substituted for one year of specialized experience. Two years of graduate study, a master's degree or a Juris Doctor degree may substitute for up to two years of specialized experience.

Preferred Qualifications/Court Preferred Skills:

- Demonstrated ability to lead with vision, articulate priorities, develop staff, and drive organizational excellence.
- A performance history that demonstrates leadership and interpersonal skills necessary to successfully manage and motivate a diverse and complex organization.
- A documented track record of tangible success in the oversight and management of large projects.
- Experience in a legal field which required knowledge, interpretation, and application of court rules, procedures and statutes; court management experience, especially in federal courts, is highly desired.
- Strong written and oral communication skills.

- Significant information technology experience, including expertise in managing information technology in day-to-day operations, which required substantial familiarity with that technology;
- Experience with an electronic case management/filing system; experience with the federal courts' CM/ECF system is highly desired.
- Excellent ability to work effectively with Judges and other court management staff and maintain a professional demeanor at all times.
- A post graduate degree in public administration, management or other related field; a law degree is highly desired.

Duty Station/Organizational Relationship:

This position is assigned to the Clerk's Office, U.S. District Court Southern District of Florida, at 400 North Miami Avenue, Miami, FL and reports to the Court Administrator • Clerk of Court.

Employee Benefits:

Employees of the United States District Court are excepted appointments and are considered at-will judicial employees and subject to a one (1) year probationary period. Federal Government Civil Service classifications or regulations do not apply. Court employees are entitled to the same benefits as other Federal Government employees such as:

- Accrue 13 days of paid vacation for the first three calendar years
- Ten paid national holidays per calendar year
- Participation in a pre-tax Federal Employees Health Insurance Program
- Participation in a Group Life Insurance, Long Term Care Insurance, Long Term Disability Program
- Participation in a pre-tax Flexible Spending Account
- Participation in a Retirement Program with investments opportunities through the Thrift Savings Plan
- Mandatory EFT (electronic funds transfer) participation for payment of net pay

For more information on working for the federal courts, please visit www.uscourts.gov/Careers.aspx

Background Investigation:

This is an Executive High-Sensitive position within the Judiciary. Employment will be considered provisional pending successful completion of a ten-year full-field OPM background investigation. The incumbent will be subject to updated background investigations every five years.

Application Package:

Qualified applicants are invited to apply by submitting the following documents electronically in PDF (preferred), or in Word format noting 2017-CLK-02–Chief Deputy in the subject line, and email to: flsd_hrmail@flsd.uscourts.gov

- AO 78 – Federal Judiciary Branch Application for Employment
- Detailed resume (referencing announcement number), including salary history and personal email address.
- A narrative statement (no more than two type-written pages) describing the extent to which you possess the knowledge, skills, and abilities listed in the Qualification Requirements section, including examples of specialized experience, accomplishments, and responsibilities as they relate specifically to the position overview.

Please do not copy/paste your resume into the email.

The Court will screen all applications and the best qualified applicants will be invited for personal interviews.

The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on the top candidates.

The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify Human Resources. The decision on granting reasonable accommodations will be made on a case-by-case basis.

United States District Court – Human Resources
400 North Miami Avenue, Room 08S72, Miami, FL 33128
General Information: (305) 523-5980
District Court Website: www.flsd.uscourts.gov

The Federal Courthouse has been designated a non-smoking area.
Applicants must be a United States citizen or eligible to work in the United States.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER