

NOTICE OF VACANCY



Main: 400 North Miami Avenue, Miami, Florida 33128

Website: www.flsd.uscourts.gov

Phone: (305) 523-5980 – Human Resources

Email: flsd_hrmail@flsd.uscourts.gov

Position: Chief Deputy Clerk (Administration)

Announcement No: 2022-CLK-01

Number of Vacancies: One Full-Time Position

Duty Station: Miami, Florida

**Salary: \$160,006 - \$183,300 (JSP 16 - 17)
Commensurate with qualifications
and prior federal experience**

Position Overview

The Chief Deputy Clerk (Administration) is a senior executive-level position that reports directly to the Court Administrator • Clerk of Court. At the discretion of the Clerk of Court, this position is responsible for managing the Clerk's Office Administration Department, which includes Budget, Finance, Procurement, Space and Facilities, Court Reporting, Jury, and Human Resources. The Clerk's Office employs approximately 200 employees and includes a headquarters office and four divisional offices. This position is one of two Chief Deputy Clerk positions within the Clerk's Office. The Chief Deputy of Administration, together with the Chief Deputy of Operations, is responsible for the overall management of the Clerk's Office, and in the absence of the Clerk, assumes the Clerk's duties and responsibilities.

In addition, the Chief Deputy of Administration is responsible for strategic planning, performance management, project management, emergency response, and COOP planning, and for overseeing court and facility security.

Periodic travel within and outside the Southern District of Florida is expected.

Representative Duties:

- Oversee Administrative areas including budget, financial, procurement, court reporters, human resources, information technology, and jury administration.
- Oversee performance management, project management, and strategic planning for Clerk's Office sections.
- Oversee emergency response and Continuity of Operations planning and implementation.
- Advise the Clerk of Court, Chief Judge, and the Budget Committee regarding the potential impact on court operations due to policy changes and budget constraints.
- Represent the Clerk of Court at designated meetings.



Important Dates

Opening: 10/7/2021

Closing: Open until Filled

Anticipated start date: April 1, 2022

U.S. District Court, Southern District of Florida

There are eighteen authorized United States District Judges in the Southern District of Florida. The Court is comprised of United States District Judges, Senior United States District Judges, and United States Magistrate Judges. The District spans a geographical area that encompasses nine counties - its southernmost includes Monroe County and its northernmost includes Indian River County. The Clerk's Office maintains its headquarters in downtown Miami and includes four divisional courthouses.

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- Provide leadership for administration staff through coaching, mentoring, providing resources, giving guidance and feedback, and facilitating constructive communication.
- Assist information technology managers in determining present and future automation needs, anticipating trends in emerging technologies, and developing short-term and long-term plans.
- Analyze and interpret trends and statistics to help the court identify challenges and opportunities.
- Study continuing problems in the quantity and quality of work and recommend necessary corrective actions.
- Review and analyze organizational structure, reporting relationships, and functional assignments, striving to meet current and future organizational needs.
- Devise, implement, and perfect administrative and managerial techniques, systems, methods, programs, and procedures.
- Oversee enforcement of policies and practices to secure staff and physical assets of the court.
- Improve general working conditions, including programs for the modernization of equipment, furniture, and physical layout and arrangement best suited to meet the current and projected requirements.
- Assist with the formulation, implementation, monitoring, and modification of organizational policy and court rules, which involves collaboration with judges and other court personnel. Interpret and apply the appropriate statutes, rules, and operating procedures, including the *Guide to Judiciary Policy* and local internal controls. Participate and collaborate in the establishment and development of court-wide policies. Assist with developing and executing strategic and long-range plans of the clerk's office and the court.
- Prepare comprehensive manuals, memoranda, reports, and correspondence; propose and draft policies and procedures to enhance the productivity and effectiveness of the Clerk's Office.
- Assist with coordinating and providing subject matter expertise for judicial committees and judges' meetings. Interact with the Administrative Office, Federal Judicial Center, other federal courts and court units, the bar, government agencies, and the public to resolve complex issues of practice and procedure.

Qualification Requirements

- A minimum of six years of substantial and progressively responsible management experience in a court or similar environment.
- Proven experience managing budget, finance, procurement, space and facilities, human resources, strategic planning, and project management functions in a medium to large organization.
- Excellent oral and written communication skills.
- A thorough understanding of using and implementing automated financial, procurement, and human resources management systems.
- Strong interpersonal, problem solving, conflict resolution, and organizational leadership skills.
- Experience in proposing and implementing innovative solutions to facilitate organizational change.
- Proficiency in key business software applications like Word and Excel.
- Able to balance the demands of varying workload responsibilities and deadlines; and
- A demonstrated commitment to developing a supportive and harmonious team environment.

Education

The successful candidate must have at a minimum a bachelor's degree from an accredited college or university in a relevant field. Candidates with a bachelor's degree in business or public administration, supported by progressive leadership and management experience, are strongly encouraged to apply. A Master's in Business Administration, Master's in Public Administration, Juris Doctor (J.D.), or another relevant degree may be substituted for one year of the required experience.

Preferred Qualifications

- Federal or state court administration experience.
- Strong knowledge of Information Technology.
- Experience in Budget and Finance, preferably in a federal agency.

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- Emergency management experience.
- Federal judicial administrative and/or administrative experience.

Salary

The salary offered is based on work experience and the overall qualification of the candidate. Discretion can be considered if experience includes federal service.

How to Apply

Qualified applicants should submit the required documents listed below as a single PDF document.

Email address: flsd_hrmail@flsd.uscourts.gov

Subject Line: 2022-CLK-01

Attachments: Cover letter, resume, Federal Employment Application (AO 78)
AO78 can be found on our web site under the employment tab/how to apply.

Selection Process:

Only qualified applicants will be considered.

Please do not cut and paste your resume into your email. If all required documents are not received, your application will not be considered.

Background Check

This is a High-Sensitive position within the Judiciary. Employment will be considered provisional pending successful completion of an OPM background investigation and credit check and a favorable suitability determination. Investigative updates are required every five years.

Benefits

Employees of the United States District Court are "Excepted Appointments" and considered "At-Will" judicial employees. Federal Government Civil Service classifications or regulations do not apply. However, court employees are entitled to the same benefits as other federal government employees such as:

- Accrued paid vacation days based on length of service and ten paid national holidays per calendar year.
- Participation in pre-tax Federal Health, Dental, and Vision Insurance programs; Group Life Insurance, Long Term Care Insurance, and pre-tax Flexible Spending Accounts.
- Participate in a Retirement program with investment opportunities through the Thrift Savings Plan (401(K) plan equivalent).

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

The Federal Court practices zero tolerance for illegal drug use.

Applicants must be a United States Citizens or eligible to work in the United States

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

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.
