

NOTICE OF VACANCY



Main: 400 North Miami Avenue, Miami, Florida 33128

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Important Dates

Opening: July 13, 2022

Closing: Open Until Filled

Position: Chief Deputy Clerk • Operations

Announcement No: 2022-CLK-22

Duty Station: Miami, Florida

Salary: \$163,910 - \$187,300 (JSP 16-JSP 17)

Commensurate with qualifications and prior federal experience

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. This position is one of two Chief Deputy Clerk positions within the Clerk's Office. 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.

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 offices.

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- 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 ensure 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 the Court Attorney, Operations Manager, the Supervisory Court Interpreter, Courtroom Deputy Supervisors, 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.

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

A minimum of three years of general experience is required. It 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

A minimum of three years of specialized experience is required. It 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, develops 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.

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- 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.

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. Electronic direct deposit of salary payments is mandatory. Full-time employees are eligible for a full range of benefits such as paid vacation and sick leave, paid holidays, retirement benefits that include a defined contribution program and the Thrift Savings Plan (TSP). TSP is a 401(k) equivalent program that includes matching contributions. Additional benefits include health and life insurance, and long-term care insurance, dental and vision insurance and a Flexible Benefits Program which includes medical and dependent care reimbursement.

Background Investigation & Fair Chance to Compete Act

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. This position is not covered under the Fair Chance to Compete Act.

Selection Process

Only qualified applicants will be considered. Incomplete applications may not be considered.



How to Apply

Send all documents in one Adobe Acrobat (.pdf) attachment.

Email address:
flsd_hrmail@flsd.uscourts.gov

Subject Line: 2022-CLK-22

Attachments: Cover letter, resume, Federal Employment Application (AO 78), and a writing sample (no more than 2 pages) explaining the following:

1. Why are you applying for this position?
2. What is your leadership style?
3. What do you hope to achieve as the Chief Deputy?

The AO 78 application for employment can be found on our website at www.flsd.uscourts.gov under the employment tab/how to apply for a position.

The selected candidate must adhere to the Southern District of Florida's Policy for COVID-19 Employee Vaccination and Testing.

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

The Federal Court practices zero tolerance for illegal drug use.

Those applicants selected for further consideration may be subject to testing.

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
