



UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF FLORIDA

CAREER OPPORTUNITY
Announcement 2013-08

Position:	Chief Deputy Clerk (Type II)
Location:	Tallahassee, Florida
Salary Range:	JSP 14-16, \$96,690-\$165,300 (Commensurate with qualifications and experience)
Opening Date	July 8, 2013
Closing Date:	Open Until Filled (To be assured of first consideration, applications should be received not later than August 1, 2013)

The Clerk of the Court for the United States District Court in the Northern District of Florida is accepting applications for the position of Chief Deputy Clerk. The United States District Court Clerk's Office in the Northern District of Florida currently supports nine active and senior district judges, four magistrate judges, and one part-time magistrate judge. There are approximately 100 employees within the District, 55 of which are located within the Clerk's Office. The Northern District of Florida serves 23 counties through four divisional offices located in Gainesville, Panama City, Pensacola, and Tallahassee, Florida.

Position Overview

The Chief Deputy Clerk is an executive-level position that serves as second-in-command to the Clerk of Court and directly oversees the operation and administration of the Clerk's Office, including the direct supervision of managers and supervisors located within each of the four divisional offices of the United States District Court.

Responsibilities of the Chief Deputy Clerk may include, but are not limited to:

- Devising, implementing, and perfecting administrative and managerial techniques, systems, methods, programs and procedures.
- Supervising the reporting and accounting of all money received and processed through the office, including, but not limited to, filing fees, fines, restitution payments, deposits in land condemnation and personal injury actions, and deposits for costs and cash bonds.
- Adapting and installing new or improved methods, systems, and procedures for assuring the accuracy of accounts and for facilitating the receipt, deposit, and disbursement of monies processed through the office.

- Assisting with the development and oversight of the court budget, to include the creation and implementation of both long and short-term budget plans.
- Assisting with the development and implementation of information technology projects.
- Providing executive level support and oversight of space and facilities matters.
- Reviewing and analyzing organizational structure, functional assignments, and duties to prepare for current and future organizational needs.
- Establishing and adjusting long-range schedules, priorities, and deadlines for completion of work assignments.
- Performing personnel related duties including, but not limited to, selecting or recommending the selection of individuals to be hired, recommending personnel actions, and evaluating performance.
- Supervising the preparation and submission of statistical reports relating to all cases filed, case and defendant dispositions, juror usage, trials and pre-trial matters conducted, naturalization matters, and other reports required to reflect the workload of the Court and the Office of the Clerk of Court.
- Serving as a liaison between the Court and attorneys, bar associations, and the public.
- Assigning and explaining work requirements to managers, supervisors, and, as required staff, for all programs, functions, goals, and processes.
- Mentoring managers, supervisors, and Clerk's Office staff to foster professional growth and positive working relationships.

Qualifications and Experience

Qualified candidates must have a performance history that demonstrates proven skills in management practices, administrative processes, and procedures of the court, including strong leadership, organizational and problem solving skills, as well as a proven history of mentoring staff to meet and exceed their professional goals.

All applicants must have:

- A minimum of six years of progressively responsible experience in a professional, administrative, operational, or technical position that required the applicant to (1) exercise sound judgment, (2) develop management skills, and, (3) exercise skill in developing and mentoring others to develop healthy working relationships.
- At least three (of the six required years of progressively responsible experience) in a position with management responsibility.
[Note: Education may be substituted for up to two years of the experience required.]

The following qualifications are preferred:

- A bachelor's degree from an accredited college or university.
- A master's degree in public, business, or court administration from an accredited college or university.
- Federal court experience, including prior court management experience, as well as experience using automated systems, such as FAS4T, HRMIS, Case Management and Electronic Case Filing System (CM/ECF), and InfoWeb.
- A strong background in district court operations and administration.

Employee Benefits

Employees of the United States District Court are not covered by federal civil service classifications or regulations, they are, however, entitled to the same benefits as other federal employees.

- Annual leave
- Sick leave
- 10 paid holidays
- Health benefits
- Life insurance
- Flexible spending plans for health care and dependent care reimbursement
- Long-term disability plan and long term care options
- Thrift Savings Plan
- Retirement benefits

Miscellaneous Information

- The United States District Court is part of the judicial branch of the United States. Court employees are considered "At-Will" and can be terminated with or without cause.
- The selected candidate will be subject to a ten-year mandatory background investigation and FBI fingerprint check as a condition of employment. Every five years thereafter, an updated investigation similar to the first will be required. Provisional appointment may be made pending an acceptable background investigation.
- Applicants must be United States citizens or eligible to work in the United States.
- The court requires adherence to the code of conduct for judicial employees.
- Electronic Fund Transfer (ETGF) of pay is mandatory.
- Applicants selected for interviews must travel at their own expense.

Application Requirements

Qualified applicants should submit an original plus one copy of the following documents:

- A cover letter of interest including a narrative statement that addresses qualifications, relevant experience, management style, and philosophy.
- Resume detailing years of specialized experience, including management experience, dates of employment, salary history, functions managed, and the number and composition of personnel supervised.
- In two pages or less, describe the two most significant challenges facing the federal court clerk's office and how you foresee these issues impacting your role as a manager and chief deputy clerk.
- Completed AO-78 Application for Judicial Branch Federal Employment. Form AO78 Application for Judicial Branch Federal Employment may be obtained from the United States District Court for the Northern District of Florida's website at:

www.flnd.uscourts.gov

The above listed documents may be submitted by email to Charmaine_Steiner@flnd.uscourts.gov or in hard copy in an envelope marked "Confidential" to the address listed below.

United States District Court for the
Northern District of Florida
ATTN: Charmaine Steiner Vacancy 2013-08
111 N. Adams Street
Suite 322
Tallahassee, FL 32301

Applicants who previously applied for the Chief Deputy Clerk Career Opportunity, 2012-04 may submit a new application with all required documents or may submit a letter stating their continued interest and availability for the position. All prior applications and supporting documentation have been retained.

The United States District Court reserves the right to amend the conditions of this vacancy announcement or withdraw the announcement, at any time, without prior notice. The United States District Court for the Northern District of Florida is an Equal Opportunity Employer.