

## UNITED STATES DISTRICT COURT, NORTHERN DISTRICT OF OHIO

Position Title: Deputy-in-Charge - Akron, Oh  
Announcement #: 2008 - DCAK - 06  
Location: Akron, Ohio  
Salary Range: CL 27 - CL 29 (\$45,087 - \$104,482)  
Opening Date: August 22, 2008  
Closing Date: Open until filled

Starting salary commensurate with work experience, education, prior/present pay history and previous Federal Court experience.

**POSITION OVERVIEW:** The Clerk's Office of the United States District Court for the Northern District of Ohio is recruiting for a Deputy-in-Charge for its Akron Office. The Deputy-in-Charge is responsible for the day-to-day operations and administration of the Akron Office and provides leadership and direction to the Supervisor, Courtroom Deputies, the Jury Clerk and other Clerk's Office staff. The Deputy-in-Charge serves as liaison between the Clerk's Office and the Court, the public, and other government agencies in matters affecting the Akron Office. The Deputy-in-Charge works closely with the Clerk, Chief Deputy, and other members of the Clerk's Office management team in identifying and implementing district-wide best practices in both operations and administration. The incumbent reports to the Chief Deputy.

**REPRESENTATIVE DUTIES:** Manages the Supervisor to ensure the timeliness and quality and accuracy of the work of Akron staff, the courtroom deputies to ensure effective judicial support, the Jury Clerk to ensure compliance with the district jury management plan.

Continually evaluates procedures in the Akron Office and identifies ways to improve the quality and effectiveness of the work performed. Assists employees to comply with the federal and local rules, internal operating procedures, and internal controls.

Ensures that the Supervisor, Courtroom Deputies, Jury Clerk and other Clerk's Office staff know what is expected from them at work. Evaluates their accomplishments and contributions, willingness to work with and help others, ability to accept constructive feedback, and their cooperation, reliability and dependability. Ensures that they have the opportunity to do what they do best, to use their capabilities to accomplish their responsibilities, and that they have the resources they need. Makes recommendations to the Clerk on personnel actions, within the Akron Clerk's Office, such as selections, promotions, reassignments, disciplinary actions, and separations.

Identifies the needs of operations staff, judicial officers and chambers staff, attorneys and members of the public for both generalized and specialized training and information about Clerk's Office operations and related activities and processes. Assists in the development and presentation of training, including presentations to bar associations, and other members of the public.

Serves as the liaison for the Clerk's Office between the Clerk's Office in Akron, and the Akron judges and chambers staff, Pretrial Services and Probation Office, Bankruptcy Court, Marshals Office, Court Security Officers, General Services Administration, the U.S. Attorney's Office, the Federal Public Defenders Office, Criminal Justice Act panel attorneys, bar associations, as well as attorneys and other members of the public.

Serves as a member of the Clerk's Office management team, recommending, establishing and implementing both long and short term strategic initiatives for the Clerk's Office.

**Qualifications:** To qualify for the position of Deputy-in-Charge, a person must have at least three years of progressively responsible professional, supervisory or managerial experience that provided (1) an opportunity to gain skill in dealing with others in person-to-person work relationships, (2) broad knowledge and understanding of the policies and procedures of the court, and (3) a thorough knowledge of the federal and local rules as well as the internal operating procedures of the Clerk's Office. The Deputy-in-Charge must also be able to accurately analyze organizational needs, make recommendations for improvements, implement new policies and procedures, and understand and effectively use automated systems. The ability to effectively communicate, both orally and in writing, is essential. The Deputy-in-Charge must be able to work under strict deadlines, exercise mature judgment, and maintain confidences. A Bachelor's degree in Business, Public Administration, or a related field is helpful but not required depending upon other qualifications and past experience.

The selection of a qualified candidate will be contingent upon the results of a mandatory criminal background records check including FBI fingerprinting and investigation by law enforcement agencies. The applicant must be a United States citizen or provide documentation proving eligibility to work in the United States.

**Information for Applicants:** Employees of the U.S. Courts are not classified under civil service but are entitled to the same benefits. These include participation in a retirement system, health and life insurance programs, ten paid holidays per year, and generous leave benefits. Although comparable to civil service in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, employees of the court are considered "excepted service" employees. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement. The U.S. Courts require employees to adhere to a Code of Conduct which is available to

applicants for review at the court's web site. Only candidates selected for an interview will be contacted.

**How To Apply:** Qualified persons must submit a cover letter, two business references, and application form AO78, available at the court's web site <http://www.ohnd.uscourts.gov> to:

Clerk of Court  
United States District Court, Northern District of Ohio  
801 West Superior Avenue  
Cleveland, OH 44113-1830  
Attn: Personnel Department 2008-DCAK-06

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY  
EMPLOYER.