



U. S. District Court
Northern District of Ohio
801 West Superior Avenue
Cleveland, Ohio 44113

Benefits:

Federal Benefits Include:

- Paid Annual Leave
- Paid Sick Leave
- Paid Holidays
- Pre-tax benefit programs
- Health Insurance
- Vision/Dental Insurance
- Group Life insurance
- Long-Term Care Insurance
- Defined contribution retirement benefits (FERS)
- Thrift Savings Plan (TSP)-401 (k)-styled program with up to 5% match.
- Fitness Center

The U. S. District Court for the Northern District of Ohio is an Equal Opportunity Employer.

U. S. DISTRICT COURT NORTHERN DISTRICT OF OHIO

Chief Deputy Clerk (Type II)

VACANCY #22-05

LOCATION: Cleveland, Ohio

REPORTS TO: Clerk of Court

STATUS: Full-time permanent

CLASSIFICATION: JSP-14 – JSP-17

POSTED: January 14, 2022

SALARY RANGE: \$116,367 - \$187,000

AREA OF CONSIDERATION: All qualified applicants.

CLOSING DATE: Open until filled. First consideration given to applications received by February 6, 2022.

Position Overview:

The United States District Court for the Northern District of Ohio is accepting applications for the executive level position of Chief Deputy Clerk (Type II). This position is in Cleveland, Ohio, and reports to the Clerk of Court. The Clerk's Office is comprised of 77 employees, and supports eleven district judges, seven senior judges, seven magistrate judges and chambers staff. In addition, the District Court has shared IT and HR Offices. The Chief Deputy Clerk is responsible for administration and supervision of the day-to-day operations and administrative management of the Clerk's Office, managing special projects and assignments as needed, and helping to develop court-wide policies and programs.

The Northern District of Ohio has three divisional offices located in Akron, Toledo, and Youngstown. Travel to all divisions on a regular basis, and periodically to other U.S. locations, is a requirement of the position.

Duties and Responsibilities:

The Chief Deputy Clerk reports to the Clerk and assists with the supervision and management of the office, as well as with the performance of the statutory duties of the Office. Functional areas of the Clerk's Office which may report through the Chief Deputy Clerk including but are not limited to: operations (intake, docketing, records management, court support, case management, jury administration); administration (budget, finance and procurement); information technology; statistical reporting; quality assurance; internal controls; emergency preparedness; space and facilities; media and public relations; performance management and staff development. The Chief Deputy Clerk analyzes the quality and quantity of work, consults with, and makes recommendations to the Clerk on various operations and management matters.

(VA 22-05 Chief Deputy Clerk)

How to Apply:

Applicants must submit ONE PDF document containing the following to

Apply@OHND.uscourts.gov

- A detailed resume including education, previous employment, and salary history
- Three professional references with contact information
- A written response to the application questions listed below
- Application for Judicial Branch Federal Employment found at <http://www.ohnd.uscourts.gov/careers>

Due to the high sensitivity of this position the Optional Background Questions (18-20) on the AO 78 form must be answered.

Application Questions:

1. Describe how your experience and abilities qualify you for this position.
2. Please share your views on coaching, mentoring, staff development, and succession planning, including your personal experience.
3. Provide an example of a challenging managerial issue that you encountered. How did you resolve the issue?

Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

The Chief Deputy Clerk also assists the Clerk with the development, implementation, and refinement of processes to enhance the productivity and effectiveness of the Clerk's Office and the Court. These duties include the following:

- Assist in providing leadership, management, and supervision for the operations of the Clerk's Office. Assist in overseeing the business of the Court, including processing of cases, statistical reporting, case management, and serving as the custodian of official court records. Assume the duties of the Clerk in his/her absence.
- Assist with the formulation, implementation, monitoring and modification of organizational policy and local court rules. Participate and collaborate in the establishment and development of court-wide policies and procedures. Assist with the development and execution of strategic and long-range plans of the Clerk's Office and the Court. Interpret and apply the appropriate statutes, rules and operating procedures, including the *Guide to Judiciary Policy* and local internal policies and controls.
- Oversee the development, implementation, and maintenance of comprehensive staff development and training programs for the Clerks' Office district wide.
- Interact with the Administrative Office, Federal Judicial Center, other federal courts, court units, the bar, government agencies, judges, and the public to resolve complex, issues of practice and procedure.
- Assist with the development, implementation and enforcement of policies and practices to secure staff and physical assets of the court unit, which may include oversight of property management, training, emergency preparedness and disaster recovery activities, space and facilities planning, and acquiring additional resources as needed.
- Acts as certifying officer for dispersal of funds including payments of appropriated funds, under the direction of the Clerk.
- Oversee preparation and submission of statistical reports relating to all cases filed, disposition of such cases, disposition of defendants in criminal cases, use of jurors, trials and pre-trials conducted, naturalization petitions and other reports required to reflect the workload of the court.
- Directly manage functional areas. Prepare performance evaluations for direct reports, coordinate staff efforts, monitor and ensure timely compliance with project deadlines, and evaluate departmental and overall results and outcomes.

(VA 22-05 Chief Deputy Clerk)

Conditions of Employment:

- Applicants must be U. S. citizens or eligible to work without restriction in the United States.
- As a condition of employment, the selected candidate must successfully complete a ten-year, background investigation with law enforcement agencies including fingerprint, criminal, financial and employment records check with periodic updates every five years thereafter.
- Employment is considered provisional until the FBI background investigation is complete.
- Employees of the federal judiciary must adhere to all Judicial Conference regulations, follow the policies in the Guide to Judicial Policy, and are bound by the Code of Conduct for Judicial Employees.
- Employees are considered "at will".
- Employees are required to use direct deposit for payroll.

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice.

- In conjunction with the Clerk and management team, establish long range goals, schedules, priorities, and deadlines for completion of work assignments and coordinate work priorities among subordinate units.
- Performs quasi-judicial case related duties, including entering defaults, judgments, and taxation of costs, as required.
- Prepare meeting minutes, comprehensive memoranda, reports, and correspondence. Draft administrative orders, proposed procedures, and local rules. Perform other duties as assigned.
- Regular travel within the district is required. Occasional travel outside the district is also required.

Qualifications (Must be met at the time of application):

To qualify, candidates must have a bachelor's degree in a related field from an accredited university. Candidates must also have a minimum of 6 years of progressively responsible managerial and/or administrative experience that provided an opportunity to gain : (1) a thorough knowledge of management practices and administrative processes; (2) skill in dealing with others in person-to-person work relationships; (3) the ability to exercise judgment; (4) the ability to communicate effectively both orally and in writing to a wide variety of people; (5) the ability to coach, train, mentor and develop employees; and (6) the opportunity to build a high performance team and achieve expected results. The successful candidate should be a leader, motivator, highly organized, and possess a high degree of integrity. The demands of the position require an individual who is adaptable to varied responsibilities in which personal initiative and excellent communication skills are highly valued.

Excellent written and oral communication skills, strong interpersonal skills, and outstanding problem solving/analytical skills are required. The successful candidate must be proactive, willing to take initiative and capable of managing change. The position requires interaction with staff, judges, lawyers, and other high-level officials. The successful candidate must be skilled at balancing the demands of varying workload responsibilities, multiple constituencies while meeting all time sensitive deadlines.

Preferred qualifications include:

Completion of a postgraduate degree in public, business or court administration or law is preferred. Experience in court administration including operations, information technology, space and facilities, performance management, internal controls, finance, budget, and procurement is strongly preferred. Experience in a federal court environment is advantageous. A working knowledge of the Federal Rules of Civil and Criminal Procedures is desirable.