

U.S. District Court
Northern District of Ohio
Career Opportunity
VA #19-09



Courtroom Services Supervisor

Location: Cleveland, Ohio

Reports to: Chief Deputy Clerk

Position Type: Full-time permanent

Area of Consideration: All qualified applicants

Classification: CL 28 - CL 29

Salary Range: \$62,126 - \$120,078

Posted: June 11, 2019

Closes: Opened until filled – first consideration will be given to applications received by June 21, 2019.

The U.S. District Court for the Northern District of Ohio is comprised of eleven authorized District Judgeships, two senior judges, and seven magistrate judges. The Northern District of Ohio is headquartered in Cleveland and has divisional offices in Akron, Toledo and Youngstown. The Court has an immediate opening for a Courtroom Services Supervisor in our Cleveland courthouse.

POSITION SUMMARY:

The Courtroom Services Supervisor is responsible for first-line supervision and coordination of courtroom deputy clerks in Cleveland and other assigned staff who provide courtroom support. The incumbent ensures coverage for court proceedings, ensures the training/development of a pool of back-up courtroom deputy clerks in all locations and reviews the work of assigned staff. District wide duties include ensuring documentation and implementation of procedures, developing and implementing comprehensive and consistent training/development for courtroom deputy clerks. District wide duties are accomplished in coordination with local Deputies-in-Charge, managers and other supervisors. Acts as back-up for the Cleveland Operations Supervisor.

REPRESENTATIVE DUTIES:

- Assigns, directs and reviews the work of assigned staff. Assists in establishing work standards, priorities, time schedules, and deadlines as necessary. Evaluates work performance, addresses and resolves performance and/or conduct issues, maintains accurate documentation, statistics and employee records. Communicates policies, procedures and internal controls to staff.
- Coordinates courtroom deputy clerk support and ECRO support for Cleveland office in coordination with other supervisors and managers. Ensures coverage for all hearings while optimizing staff resources and training opportunities.
- Ensures the implementation of standardized Clerk's Office procedures district-wide while recognizing the need for some specialized procedures related to judicial officer preference, office location, etc. Develops and implements new practices and procedures to address business issues, improve efficiency or enhance service.
- Monitors case management reports and addresses any issues. Recommends necessary corrective action when necessary. With the Cleveland Operations Supervisor, monitors quality of dockets. The Courtroom Services Supervisor and Cleveland Operations Supervisor serve as each other's back up.
- Develops and maintains district-wide training program and materials for the courtroom deputy clerk position and ECRO role. Coordinates and conducts training presentations, schedules, on-

the-job training and all aspects of courtroom deputy clerk training. Regularly evaluates the success of the training process and coordinates the certification process for staff who are trained.

- Leads and conducts meetings with assigned staff. Fosters a sense of teamwork and customer service excellence.
- Responsible for required internal and external reporting. Develops ad hoc reports as required.
- Responds to requests for information, service and problem solving from judicial officers, management, court staff, the bar and other stakeholders.
- Performs other duties as required.

QUALIFICATIONS: (Qualifications must be met at the time of application)

- Meet the qualification standards applicable to positions for the highest level of work effectively supervised. This means the applicant must meet the position qualifications of CL 27.
- Have specialized experience that included progressively responsible administrative, technical, professional, supervisory *or* managerial experience that provided an opportunity to gain:
 - Skill in developing interpersonal work relationships needed to lead a team of employees;
 - The ability to exercise mature judgment;
 - Knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the court unit involved; and
 - Have at least one year of experience at or equivalent to CL 27.

Preferred qualifications include:

- Bachelor's degree from an accredited four-year college or university; advanced degree or specialized certification is a plus
- Two or more years of staff supervision experience in a court or legal environment
- Current or prior Federal District Court experience

Required Skills/Experience:

- Ability to learn and understand the policies, procedures, and functions related to court operations
- Knowledge of staff supervision and development principles, ability to lead people and develop teams to achieve business objectives
- Knowledge of project management principles and proficient in process improvement, problem solving, trouble shooting and creative solution development
- Ability to communicate effectively, both orally and in writing; ability to lead meetings and communicate effectively one-on-one, in small groups, and in large groups.
- Ability to apply a body of rules, regulations, directives, or laws
- Strong attention to detail and organization skills, ability to multi-task and successfully manage multiple priorities to completion
- Working knowledge with Windows-based applications, including database, spreadsheets, WordPerfect or Microsoft Word and Adobe PDF files
- Ability to learn and understand CM/ECF, report and development and design, and data quality principles/practices.
- Ability to maintain strict confidentiality and work under deadlines

BENEFITS:

Employees of the U.S. District Court are eligible for, but not limited to, the following employment benefits:

- Participation in pre-tax benefit programs (health, dental, and vision insurance programs, flexible spending accounts, commuter reimbursement benefit)
- Group life insurance and long-term care insurance

- Participation in the Federal Employees Retirement System (FERS)
- Traditional (pre-tax) and Roth (post-tax) retirement savings and investment plan through the Thrift Savings Plan (TSP) with employer matching contributions
- Accrual of paid vacation and sick leave; paid holidays
- Federal court employees can join the Federal Court Clerks Association, a national professional court organization
- Fitness center
- Transit subsidy

HOW TO APPLY:

Email the following documents IN A SINGLE PDF to apply@ohnd.uscourts.gov. ALL DOCUMENTS MUST BE PROVIDED TO BE CONSIDERED FOR THIS POSITION:

- Subject of Email should read: **Vacancy 19-09.**
- Cover Letter addressing your relevant skills and experience; with an explanation of how those skills and experience may contribute to the organization.
- Current Resume.
- List of three (3) professional references.
- Completed Employment application (AO78) found at this link:
<https://www.ohnd.uscourts.gov/careers>

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

First consideration will be given to application packets received not later than the close of business (5:00 p.m. EST), on June 21, 2019.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.

All applicants must be a U.S. Citizen or be eligible to work in the United States. All appointments subject to FBI Fingerprint background investigation; with periodic reinvestigation, if applicable. Retention depends on favorable suitability determination. Judiciary employees serve under excepted appointments and are considered "at will" and can be terminated with or without cause by the Court. All appointments are subject to mandatory electronic funds transfer. All employees are required to adhere to the Code of Conduct for Judicial Employees that is available to review at <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>

The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.