



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 investment program with up to 5% match

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.

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

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

U. S. DISTRICT COURT NORTHERN DISTRICT OF OHIO VA 21-30

Courtroom Services Supervisor

LOCATION: Cleveland, Ohio

REPORTS TO: Deputy- in-Charge

STATUS: Full-time permanent

CLASSIFICATION: CL 28

POSTED: August 10, 2021

SALARY RANGE: \$64,592-\$104,970

CLOSING DATE: Open Until Filled. First consideration will be given to applicant packets received by August 24, 2021

Position Overview:

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 and development for courtroom deputy clerks. District wide duties are accomplished in coordination with local Deputies-in-Charge, managers, and other supervisors.

Duties and Responsibilities include, but are not limited to the following:

- 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.
- 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.
- Monitors case management reports and addresses any issues. Recommends necessary corrective action when necessary. As part of the management team, monitors quality of dockets. May be asked to supervise other operational staff for short periods of time as required.
- Responds to requests for information, service and problem solving from judicial officers, management, court staff, the bar, and other stakeholders.

Courtroom Services Supervisor (VA 21-30)

How to Apply: Applicants must submit ONE PDF document containing the following to

Apply@OHND.uscourts.gov

- Subject of email should read VA 21-30
- Resume
- Three professional references with contact information
- Application for Federal Judicial Employment found at:

<https://www.ohnd.uscourts.gov/careers>

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

Conditions of Employment:

Applicants must be U. S. citizens or eligible to work without restriction in the United States.

- Completion of FBI background investigation with law enforcement agencies including fingerprint, criminal, financial and employment records check.
- Employment is considered provisional until the background check is successfully completed.
- 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.
- Employees are required to use direct deposit for payroll.
- The organization reserves the right to assign/reassign and employee to any location within the District based on the needs of the organization.

- 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.
- 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.
- Performs other duties as required.

Qualifications (Must be met at the time of application)

Minimum:

- Meet the qualification standards applicable to positions for the highest level of work effectively supervised. This means the applicant must have at least one year experience at or equivalent to 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.

Preferred Qualifications:

- 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:

- Ability to learn and understand the policies, procedures, and functions related to court operations.
- Knowledge of project management principles and proficient in process improvement, problem solving, and trouble shooting.
- Knowledge of staff supervision and development principles, ability to lead people and develop teams.
- Ability to communicate effectively, both orally and in writing; ability to lead meetings and communicate effectively one-on-one.
- 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.
- 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
- Working knowledge with Windows-based applications, including database, Excel, WordPerfect or MS Word and Adobe PDF files.