



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
- 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

## Deputy-in-Charge

### VACANCY #21-43

**LOCATION:** Toledo, Ohio

**REPORTS TO:** Chief Deputy Clerk

**STATUS:** Full-time permanent

**CLASSIFICATION:** CL 28 – CL 29

**POSTED:** October 19, 2021

**SALARY RANGE:** \$61,988-108,287

**AREA OF CONSIDERATION:** All qualified applicants

**CLOSING DATE:** Open Until Filled. *First consideration will be given to applicant packets received by Tuesday November 2, 2021.*

### Position Overview

The Deputy-in-Charge (DIC) provides leadership and supervision for the office and assigned staff. The incumbent is accountable for overseeing the work accomplished by assigned staff to ensure successful results in all aspects of office operations, judicial service and support, customer service, and staff training and development. The incumbent is a first-line supervisor over multiple areas of court operations for the Toledo Office, including case administration, docketing, data quality, judicial support, jury administration, naturalization, records/mail management, financial administration, and facilities/safety. The DIC primarily directs staff and ensures compliance with the appropriate guidelines, policies, and internal controls. Promotion potential to CL 29 without further competition.

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

- Works with management staff to develop short- and long-range objectives and goals and the development, implementation and refinement of Clerk's Office policies, procedures, and programs.
- Advises Clerk of Court and Chief Deputy Clerk of Court concerning matters affecting office operations.
- Informs the Clerk and Chief Deputy of the status of current operations and the effectiveness of present office practices, suggesting operational and administrative improvements.
- Effectively assigns work to ensure successful operational results and excellent customer service.
- Coaches staff and ensures staff training, cross training, and development. Identifies issues and effectively resolves disputes.
- Establishes performance standards, measures and monitors results and evaluates staff performance.
- Makes recommendations regarding employee appointments, promotions, and separations. Monitors and manages staff morale.
- Acts as a liaison with judges to resolve a variety of concerns and to ensure outstanding service and support.

## Deputy-in-Charge, VA 21-43

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

[Apply@OHND.uscourts.gov](mailto:Apply@OHND.uscourts.gov)

Subject of email should read 21-43 Deputy-in-Charge

- Cover Letter
- 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 FBI background check 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.

- Monitors daily case data processing and data quality assurance activities, including case opening and closing.
- Ensures the maintenance of accurate documentation, statistics, and records. Compiles, reconciles, and reports statistical information as required.
- Coordinates with the court's financial administrator regarding maintenance, supervision, and accountability for all on-site financial functions.
- Monitors compliance with national and local policies, rules, standards, and internal control procedures in all areas and resolves related problems and issues as needed.
- Works closely with other court management in the coordination of resources district-wide to ensure operational results
- Coordinates the work of the divisional office with other governmental agencies, court units, the Bar, and the public.
- Provides customer service and resolves difficulties while complying with regulations, rules, and procedures.
- Consistently displays the core values of the Clerk's Office vision and goals and presents self as a positive role model for others to follow. Actively engages and demonstrates support for continuous learning, continuous improvement and professional development for self and staff.

### **Qualifications (must be met at the time of the application)**

- Meet the qualification standards applicable to positions for the highest level of work effectively supervised.
- Applicants must have six or more years of professional experience including three years of progressively responsible administrative, technical, professional, supervisory, or managerial experience that provided an opportunity to gain:
  - Skill in developing the interpersonal work relationships needed to lead a team of employees,
  - The ability to exercise mature judgment, and
  - Knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the judiciary unit involved; and
- At least one year of experience at or equivalent to CL 27 or CL 28.
- Ability and willingness to travel as required.

#### **Preferred qualifications include:**

- Bachelor's degree and post-graduate degree from an accredited four-year college or university in a related field.
- Current or prior Federal District Court experience.

### **Required Skills**

- Ability to lead with vision, integrity, and a desire to achieve and maintain a high level of customer service excellence.
- Demonstrated effectiveness in leading a service-oriented team.
- Outstanding communication skills.
- Ability to build and maintain effective relationships internally and externally.
- Demonstrated ability to achieve required operational results, organize and complete projects.
- Proficiency in Microsoft Office 365 applications

Deputy-in-Charge, VA 21-43

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.