

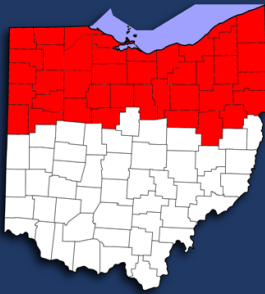


UNITED STATES DISTRICT COURT Northern District of Ohio

Sara Lioi, Chief Judge | Sandy Opacich, Clerk of Court

NOTICE OF VACANCY

801 West Superior Avenue
Cleveland, Ohio 44113
www.ohnd.uscourts.gov



The U.S. District Court for the Northern District of Ohio currently holds court in Cleveland, Akron, Toledo, and Youngstown and serves the 6 million citizens of the 40 most northern counties in the state. It is among the 17 largest U.S. district courts.

HOW TO APPLY

Applicants must submit ONE PDF document to apply@ohnd.uscourts.gov containing the following:

- Cover Letter
- Resume
- Three professional references with contact information
- Application for Federal Judicial Branch Employment found [HERE](#)

OPERATIONS MANAGER | VACANCY #24-18

Duty Station: Akron, Ohio **Posted:** June 7, 2024
Status: Full-time Permanent **Reports To:** Chief Deputy Clerk
Classification: CL 29 / CL 30 **Salary Range:** \$86,393 - \$165,929

**Salary commensurate with work experience, education, and previous Federal Court experience.*

Closing Date: Open Until Filled. First consideration will be given to applications received on or before June 21, 2024.

POSITION OVERVIEW:

The Operations Manager is responsible for leadership and management of the Akron Clerk's Office including areas such as intake and customer service, docketing, data quality, records, courtroom support, jury, finance, and space/facilities/safety. The Operations Manager will also oversee district-wide functions including but not limited to the data quality program, statistical and management reporting, internal controls, and attorney admissions. This individual serves as a trusted advisor to the Clerk and Chief Deputy on overall court unit effectiveness and efficiency and is the district's principal liaison for operational matters with the Administrative Office and related agencies including the U.S. Attorney's Office and the Office of the Federal Public Defender. (Promotion potential to CL 30 without further competition.)

DUTIES AND RESPONSIBILITIES:

- Oversee the operations of assigned divisional office and operational department(s). Manage, develop, and mentor assigned staff, to include establishing performance standards, assigning and reviewing work, measuring and evaluating results, and handling disciplinary actions. Develop work procedures, conduct staff meetings, provide information and delegate work fairly and consistently. Oversee work processes and provide guidance as required.
- Manage court operations through coordinating and communicating information and procedures with supervisors, unit executives, judges, and chambers staff. Reallocate personnel and/or equipment to cover workload fluctuations. Assist in developing short-term and long-range workforce plans. Solve work related problems using information and data.
- Establish and monitor programs for data quality, internal controls, attorney admissions and other assigned areas. Organize work processes to optimize the use of time and resources, ensuring results meet expectations. Use statistical reports to monitor the management of cases and workload and take appropriate action. Coordinate the development and implementation of operational policies and procedures as required. Comply with reporting requirements of the Administrative Office.

JUDICIARY BENEFITS

- Paid Annual Leave
- Paid Sick Leave
- Paid Holidays (11)
- 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

CONDITIONS OF EMPLOYMENT

- Applicants must be U.S. citizens or eligible to work without restriction in the United States.
- Completion of FBI background check with law enforcement agencies including fingerprint and criminal records check.
- Employment is considered provisional until the background check is complete.
- Employees of the federal judiciary must adhere to all Judicial Conference regulations, follow the policies in the Guide to Judiciary 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.

DUTIES AND RESPONSIBILITIES CONTINUED:

- Provide advice on complex matters and participate in district-wide projects and initiatives related to assigned duties. Participate in committees as assigned. Build credibility as a resource on Clerk's Office operations with judges, unit executives, managers, staff and external stakeholders.
- Research and analyze data, prepare comprehensive reports and presentations, and develop and implement programs. Comply with the Guide to Judiciary Policy, the Human Resources Manual, applicable Administrative Office policies and procedures, and internal controls guidelines. Abide by the Code of Conduct for Judicial Employees. Demonstrate sound ethics and good judgment at all times. Display a careful and deliberate approach in handling confidential information in a variety of contexts.
- Communicate clearly and effectively, both orally and in writing, to explain complex operational matters and concepts to individuals and groups with varying experience and backgrounds. Interact effectively with the public and staff, providing excellent customer service and resolving difficulties efficiently while complying with regulations, rules, and procedures. Facilitate, mediate, and negotiate complex and sensitive matters with judges, managers, unit executives, supervisors, and court staff, while maintaining confidentiality.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in related field from an accredited university.
- A minimum of six (6) years of progressively responsible managerial or administrative experience that provided an opportunity to gain (1) a thorough knowledge of management practices and administrative processes; (2) the ability to exercise mature judgement; (3) the ability to communicate effectively both orally and in writing to a wide variety of people; (4) the ability to coach, train, mentor, and develop employees; (5) the ability to build a high performance team and achieve expected results.
- At least one year of experience at or equivalent to CL 28.
- Demonstrated experience in leading operational work units; developing plans, procedures and workflows; developing and monitoring standards; implementing quality control standards and process improvements.
- Demonstrated experience in leading staff and teams, developing and executing plans to achieve common goals, creating a positive and productive work environment, and coaching and developing staff.
- Skill in the use of systems, programs and technology such as the Microsoft Office Suite and specialized databases.
- Ability to provide consultation to other leaders, identify and evaluate needs, and develop and implement policies, procedures and programs to achieve organization goals.
- Ability to work under deadlines and manage multiple priorities to successful completion.
- Excellent interpersonal skills and the ability to communicate and interact at all levels, internally and externally; outstanding business communication skills, both orally and in writing; ability to develop effective working relationships with staff, customers, colleagues and all stakeholders.
- Ability to travel as required.

PREFERRED QUALIFICATIONS:

- Advanced degree or J.D. strongly preferred.
- Current or prior Federal District Court or Clerk's Office experience.
- Proven track record of leading critical organizational functions and units.
- Outstanding communication, interpersonal, and relationship management skills.

OTHER:

Due to the high volume of applications received, the Court will only contact those who will be considered for interviews. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

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.