

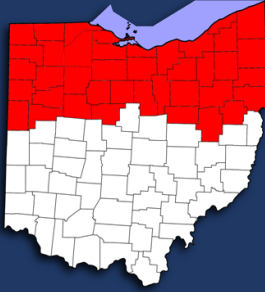


UNITED STATES DISTRICT COURT Northern District of Ohio

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
- Narrative statement that details management philosophy and personal leadership style
- Three professional references with contact information
- Application for Federal Judicial Branch Employment found [HERE](#)

CLERK OF COURT | VACANCY #25-12

Duty Station: Cleveland, Ohio **Posted:** April 11, 2025
Status: Full-time Permanent **Closing Date:** May 2, 2025
Classification: JSP 15-18 (CUE) **Reports To:** Chief Judge
Starting Salary Range* \$152,950- \$238,593

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

POSITION OVERVIEW:

The United States District Court for the Northern District of Ohio is accepting applications for the position of Clerk of Court, located in Cleveland, Ohio. The ideal start date for this appointment is on or around September 29, 2025.

The Clerk of Court serves as the Chief Administrative Officer of the Court, supporting all the judges of the district by leading the administrative and operational functions of the Clerk's Office. Specifically, the Clerk of Court oversees Clerk's Office staff; manages the operating budget; bears personal liability for losses of appropriated or non-appropriated funds or court property; and oversees the performance of the statutory duties of the office. The Clerk also assists in resolving complex and sensitive issues having significant impact on the day-to-day functioning of the Court.

The Clerk of Court is appointed by and serves all the judges of the Court and functions under the direction of the Chief United States District Judge. The Clerk of Court interacts regularly with district and magistrate judges, clerk's office staff, and other court unit executives; federal, state, and local law enforcement agencies; the District's United States Attorney and Federal Public Defender; the Administrative Office of the United States Courts, Office of the Sixth Circuit Executive, and the Federal Judicial Center; bar associations; and the media. Occasional travel and public speaking are required.

DUTIES AND RESPONSIBILITIES:

- Oversee the business of the Court including the processing of cases, statistical reporting, and case management, and serving as the custodian of official court records.
- Formulate, implement, monitor, and modify organizational policy and Court rules, which require collaboration with judges and other court personnel; interpret and apply the appropriate statutes, rules, and operating procedures.
- Oversee the jury operations of the Court and make recommendations to improve juror utilization; coordinate the contracting for and funding of court reporters, interpreters, and recorders.

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

CONDITIONS OF EMPLOYMENT

- Applicants must be U.S. citizens or eligible to work without restriction in the United States.
- A preliminary background investigation with law enforcement agencies including fingerprint and criminal records checks will be conducted as a condition of employment.
- Employment is considered provisional pending the successful completion of a ten-year, full field OPM background investigation, and favorable suitability determination.
- Investigative updates will be additionally required every five years.
- Unsatisfactory results may result in termination of employment.
- 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 statistical analysis and submit required reports.
- Oversee the implementation of the Court's Criminal Justice Act plan.
- Oversee the Information Technology staff in conjunction with Chief U.S. Pretrial Services and Probation Officer.
- Develop, administer, execute, and monitor the budget and financial plan; oversee staff responsible for the Court's financial functions including procurement, finance/accounting, internal controls, budget analysis and property inventory and disposal; align financial and human capital resources consistent with best business practices.
- Analyze space and facilities needs and manage tenant alteration and cyclical improvement projects, direct staff responsible for space and facilities management and planning.
- Direct the development and administration of the Court's comprehensive emergency preparedness and disaster recovery plans.
- Review and analyze organizational structure, functional assignments, and duties to prepare for current and future organization needs; hire, develop and lead staff; create and maintain a culture that values human resources and contributes to excellence in performance and service.
- Interact with the Administrative Office, Federal Judicial Center, other federal court units, the bar, government agencies, and the public to resolve complex issues of practice and procedure and improve the delivery of Court services.
- Staff various judicial committees and coordinating special events and projects.
- Manage/coordinate public ceremonies and events and media/public relations.

QUALIFICATIONS:

(Qualifications must be met at the time of application)

- To be qualified for appointment as Clerk of Court, a candidate must hold a bachelor's degree from an accredited college or university in public, business, or judicial administration (or related field).
- Ten (10) years relevant experience in the Legal/paralegal experience and experience with a federal court electronic filing.
- At least three (3) of the ten (10) years must have been in a position that required substantial management responsibility.
- The active practice of law in either public or private sector in a position that had administrative, or management responsibilities may substitute for the management experience required on a year-for-year basis.

PREFERRED QUALIFICATIONS:

- Although not required, a law degree or an advanced degree in public administration, business, court administration, or similar field of study is highly desirable.
- Operational experience in a federal court, including direct customer service, performance of administrative tasks, and familiarity with court governance policies.

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

REQUIRED SKILLS:

- Fluent in the use of technology, including master of Microsoft Office Suite.
- Skilled in leading, motivating, and overseeing a large and diverse workforce.
- Proactive approach to managing change and a creative, innovative approach to planning and problem solving.
- Demonstrated experience managing multiple complex tasks with competing deadlines.
- Ability to communicate effectively, both orally and in writing.
- Ability to apply a body of rules, regulations, directives, or laws.
- Ability and willingness to travel frequently to district courthouses/offices.

OTHER:

Due to the high volume of applications anticipated, 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 modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.