

**UNITED STATES DISTRICT COURT  
Western District of Kentucky Announcement  
Number 20-05**



**POSITION:** Clerk of Court

**LOCATION:** Louisville, Kentucky

**STARTING SALARY:** JSP 17 (\$170,807 - \$181,500 depending on qualifications)

**CLOSING DATE:** July 1, 2020 by 5:00pm EST  
No Late Applications Accepted

**POSITION OVERVIEW:**

The United States District Court for the Western District of Kentucky is seeking a senior level executive with expertise as an administrator of a large, diverse and innovative organization to serve as its Clerk of Court. Exceptional communication and interpersonal skills, along with a proven record of leadership and accomplishment are required.

The Clerk of Court is appointed by the district judges and has overall management authority and responsibility for the non-judicial components of the court. The Clerk holds the highest level non-judicial position in the court, working closely with the Chief Judge to assure the administrative and operational needs of the court are met and that the office's statutory duties are carried out. With a Clerk's Office staff of approximately 40 employees, the Clerk provides operational support to 8 U.S. District Judges and 4 U.S. Magistrate Judges located in Louisville, Bowling Green, Paducah, and Owensboro, while providing administrative oversight in the areas of human resources, systems technology, space, facilities, and budget. The Clerk of Court also serves as the court's liaison, working cooperatively with federal and local government agencies, bar groups, media representatives, and the public.

The Clerk of Court serves at the pleasure of the court and is responsible for performing the statutory duties of the Office of the Clerk pursuant to 28 U.S.C. §751. This position is primarily located in the Clerk's Office of the United States District Court in Louisville, Kentucky, and requires frequent travel to all divisions within the district as well as occasional overnight travel.

**REPRESENTATIVE DUTIES:**

- Working closely with the Chief Judge and the bench regarding court administration and policy
- Analyzing and making recommendations on statutes, local rules, and procedures affecting the operation of the court
- Directing the processing of civil and criminal cases while promoting and maintaining integrity of official court records in the custody of the Court
- Management and oversight of the U.S. District Court's annual budgets, including budgetary and staffing projections
- Directing the court's financial service function and ensuring proper oversight in the development, revision, and maintenance of internal control procedures

- Serving as the district's Public Information Officer
- Acting as a liaison to the Administrative Office of the U.S. Courts, Federal Judicial Center, General Services Administration, U.S. Attorney's Office, Federal Defender's Office, U.S. Marshals Service, and various other courts, court units, and bar associations
- Overseeing development and administration of comprehensive emergency preparedness plans
- Managing staff responsible for systems and technology, inventory control, space and facilities, human resources management, and statistical analysis and reporting
- Coordinating statistical studies and reports as required by the court, the circuit, and the Administrative Office of the U.S. Courts

### **QUALIFICATIONS:**

This position requires a minimum of 10 years of progressively responsible administrative experience in public service or business which provides a thorough understanding of organizational, procedural, and human aspects in managing an organization. At least three of the 10 years' experience must have been in a position of substantial management responsibility, providing a thorough understanding of the organizational, operational, procedural and human aspects of managing an organization. Such experience should include direct experience in or oversight of financial management, space and facilities management, human resources management, oversight of information technology, and both long and short-range planning. A bachelor's degree from an accredited college or university, preferably in public administration, business, or court administration, is required.

### **Preferred Qualifications:**

- Graduate degree in business administration, legal studies, or other related field. (Such degree may be substituted for 1 year of the required general experience.)
- Juris Doctor degree from an accredited law school. (Such degree may be substituted for 2 additional years of the 10-year experience requirement.)
- Experience in supervising/managing court operations
- Experience in federal budgeting and procurement rules
- Experience in federal hiring processes
- Thorough operational knowledge of the national and local District Court rules and related procedures

### **Candidates must also demonstrate:**

- Ability to foster strong and effective working relationships and work collaboratively with others
- Exceptional communication and interpersonal skills
- A proven record of leadership and accomplishments, preferably in a court environment
- Excellent judgment and proven problem-solving abilities,
- Proficiency in gathering and analyzing relevant data
- Ability to adapt to and lead change as directed by the judges
- Ability to effectively coach, develop, direct, and manage a skilled, service-oriented team
- Experience in promoting a culture of high performance and continuous improvement
- Availability to travel, including some overnight stays

## **BENEFITS:**

The Clerk of Court is provided with a private parking spot in a secure lot adjacent to the building. Other benefits available include:

- 13 days paid vacation for the first 3 years of full-time employment. Thereafter, 20 to 26 days per year dependent upon length of federal service.
- 13 days of paid sick leave per year (unlimited accumulation)
- A minimum of 10 paid holidays per year
- Federal Employees Retirement System
- Thrift Savings Plan
- Optional Federal Employee Health Benefits
- Optional Dental and Vision Benefits
- Optional Federal Employees Group Life Insurance
- Optional Flexible Spending Accounts (pre-tax accounts for health and dependent care)
- Optional Long-term Care Insurance
- Credit for prior federal government service
- Onsite fitness center and health unit

## **INFORMATION FOR APPLICANTS:**

- This position is regular and full-time.
- Applicant must be a U.S. Citizen or eligible to work in the United States.
- Electronic Funds Transfer (EFT) for payroll deposit is required.
- As a condition of employment, an FBI Background Check or Investigation is required.
- We will not pay relocation or interview travel expenses.
- Only the most qualified applicants will be interviewed.

Employees of the U.S. District Court serve under “Excepted Appointments” and are considered “at will” employees; Federal Civil Service classifications and regulations do not apply.

## **HOW TO APPLY:**

Submit cover letter describing relevant experience, resume, and three references to:

[GStivers@kywd.uscourts.gov](mailto:GStivers@kywd.uscourts.gov)

Emailed documents **MUST BE PDF FORMAT** for acceptance.

**Applications submitted in any other manner or format will not be considered.**

For additional information on the United States District Court, visit our web site at:

[www.kywd.uscourts.gov](http://www.kywd.uscourts.gov)

**AN EQUAL OPPORTUNITY EMPLOYER**