



UNITED STATES DISTRICT COURT

Western District of Kentucky

Vacancy Announcement 21-04

- POSITION:** Chief Deputy Clerk (Type II)
- LOCATION:** Louisville, Kentucky
- SALARY RANGE:** \$126,810- \$181,500 (JSP 15 - 16)
Depending on experience and qualifications. If hired at JSP 15, promotion opportunity after one year without further competition.
- CLOSING DATE:** Position open until filled. Priority consideration for applications received by 5:00 PM January 31, 2021.

POSITION OVERVIEW:

The United States District Court for the Western District of Kentucky is seeking applications from qualified candidates for the position of Chief Deputy Clerk. The Clerk's Office has 45 employees providing support to 7.5 District Judges and 4 Magistrate Judges. The court maintains staffed offices in Bowling Green, Louisville, Owensboro, and Paducah. This position is assigned to the Louisville division. Travel throughout the district is required.

The Chief Deputy Clerk is a senior-level manager of the Clerk's Office and reports directly to the Clerk of Court. This position has regular interaction with federal judges, high-level officials in other court units and agencies, court staff, and members of the bar and public. In the absence of the Clerk, the Chief Deputy Clerk assumes all functions and responsibilities of the Clerk.

The Chief Deputy Clerk is responsible for day-to-day management of the Clerk's Office, and evaluates staff performance as assigned by the Clerk. This position performs a full-range of high level functional duties as well as supervisory duties. Responsibilities of this position include, but are not limited to, the following:

- Supervise and work closely with operations and administrative support staff to ensure efficient and effective delivery of court services. Manage the court's continuity of operations preparedness (COOP).
- Advise the Clerk and judges on matters related to the financial aspects of the court's practices, and conduct required audit functions. Supervise the reporting and accounting of all money received in and processed through the office, including filing fees, fines, and restitution payments, deposits for costs, cash bonds, naturalization fees, etc.
- Oversee the court's financial administration responsibilities according to the Guide to Judiciary Policy and serve as the alternate Court Certifying Officer.

- Assist in the formulation, implementation, and assessment of operations practices, policies, and procedures. Inform the Clerk of the status of current operations and the effectiveness of present office practices; suggests improvements where necessary.
- Assist the Clerk in the oversight of staff training in all areas, including operations/case management, jury administration, information technology, finance (including budget), procurement, space and facilities, and human resources. Set priorities for special projects within each of these areas, monitoring progress and serving as a resource for managers.
- Complete evaluation of staff in accordance with the court's Performance Management Plan.
- Research and analyze statutes, regulations, court policies and practices and recommend improvements and updates. Identify needs for new policies and make recommendations to the Clerk and judges.
- Collaborate with IT and operational staff to increase the court's effectiveness through technology. Assist the Clerk in planning for future technology needs, coordinate plans with anticipated workload trends, and stay current on emerging technologies.
- Supervise and work with the Director of IT to determine present and future automation needs, anticipate trends in emerging technologies, set priorities for IT projects, and ensure compliance with project deadlines.
- Oversee preparation and submission of statistical reports relating to all cases filed, disposition of such cases, disposition of defendants in criminal cases, use of jurors, trials and pre-trials conducted, naturalization petitions and other reports required to reflect the workload of the court.
- Assist the Clerk in organizational planning and long term management objectives.
- Present a positive image of the court to the public and court users, serving as liaison with the Administrative Office of the U.S. Courts, The General Services Administration, the U.S. Marshal's Service, the U. S. Probation Office, and any other entities having business or relationships with the court.

QUALIFICATIONS:

The successful candidate must have a bachelor's degree in a related field from an accredited college or university. A master's degree, Juris Doctor (JD) or relevant post-graduate degree or certification is preferred and may be substituted for up to 2 years of professional experience.

Candidates must have a minimum of six years of progressively responsible experience in administrative, professional, investigative, technical, or other responsible work which provided an opportunity to gain (1) a general knowledge of management practices and administrative processes, processes, (2) skill in dealing with others in person-to-person work relationships, and (3) the ability to exercise mature judgment.

At least three of the six years of experience must have been progressively responsible in administrative, supervisory, managerial or professional work, which provided an opportunity for the candidate to acquire a thorough knowledge for the basic concepts, principles, policies and theories of management. Excellent oral and communication skills are required.

Preference will be given to candidates who have experience within the federal court system.

INFORMATION FOR APPLICANTS:

- Employees of the U. S. District Court are not covered by the Office of Personnel Management's civil service classification system or regulations, and are considered "at will" employees.
- As a condition of employment, an FBI Background Investigation (10 year background) must be successfully completed. The incumbent will be subject to updated background investigations every five (5) years.
- 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.

BENEFITS AVAILABLE INCLUDE:

- 13 days paid vacation for the first three 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
- Credit for prior federal government service
- Employee Assistance Program
- On-site Gym and Federal Health Unit
- Optional Health, Dental, Vision, Life, and Long-Term Care Insurance Programs
- Optional Flexible Spending, Health Savings, and other Pre-tax Accounts for Health Care, Child Care, Vision and Dental, and Commuter and Parking expenses
- Optional Professional Liability Insurance for Eligible Positions
- Optional Long-term Care Insurance

HOW TO APPLY:

Email in **PDF format** cover letter describing relevant experience, resume, and at least three professional references to: Careers@kywd.uscourts.gov.

For additional information on the United States District Court, visit our web site at www.kywd.uscourts.gov.

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