



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF PENNSYLVANIA**

VACANCY ANNOUNCEMENT

POSITION TITLE: Chief Deputy Clerk (Type II)
Full-Time Position

VACANCY NUMBER: 22-10 I/E

STARTING SALARY: JSP 15 – JSP 17 (\$143,314 – \$187,300)
Salary commensurate with experience

LOCATION: Philadelphia, Pennsylvania

POSTING DATE: June 8, 2022

CLOSING DATE: July 8, 2022, or until filled.

Position Overview

The Chief Deputy Clerk is an executive-level position that serves as second-in-command to the unit executive and has regular interactions with judges, high-level officials of other organizations and agencies, members of the bar, and the public. The Chief Deputy Clerk assists in organizational planning, development and implementation of office procedures, and management of daily operations, including the following: case management, courtroom services, records maintenance, public service, jury, financial management, budget, statistical analysis and reporting, information technology, human resources, training, and administration.

Representative Duties

- Devises, implements, and perfects administrative and managerial techniques, systems, methods, programs, and procedures.
- Reviews suggested new or improved methods, systems, and procedures for assuring accuracy of accounts and for facilitating the receipt, deposit, and disbursement of monies processed through the office.
- Assists with development of the budget and financial plan.
- Assists in providing leadership, management, and supervision for the operations of the Clerk’s Office. Assists in overseeing the business of the Court, including processing of cases, statistical reporting, case management, and serving as the custodian of the official court records. Assumes the duties of the Clerk in his/her absence.

- Oversees 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 declarations filed, and other reports required to reflect the workload of the court and the office of the clerk of court.
- In conjunction with the Clerk of Court and Management Team, establishes and adjusts long range goals, schedules, priorities, and deadlines for completion of work assignments, and coordinates work schedules among subordinate units. Participates in and coordinates Management Team activities, and chairs meetings.
- Assigns and explains work requirements to subordinate levels of supervision for new or changed programs, functions, goals, and processes. Recommends personnel actions concerning subordinate supervisors and evaluates their performance.
- Reviews proposed improvements to general working conditions, including the modernization of equipment, furniture, and physical layout and arrangement best suited to meet the current and projected requirements.
- Assists with the formulation, implementation, monitoring, and modification of organizational policy and court rules, which involves collaboration with judges and other court personnel. Interpret and apply the appropriate statutes, rules, and operating procedures, including the Guide to Judiciary Policy and local internal controls. Participate and collaborate in the establishment and development of court-wide policies. Assist with developing and executing strategic and long-range plans of the clerk's office and the court.
- Prepares comprehensive manuals, memoranda, reports, and correspondence; propose and draft policies and procedures to enhance the productivity and effectiveness of the Clerk's Office.
- Assists with coordinating and providing subject matter expertise for judicial committees and judges' meetings. Interacts with the Administrative Office, Federal Judicial Center, other federal courts and court units, the bar, government agencies, and the public to resolve complex issues of practice of procedure.
- Assists with development, implementation, and enforcement of policies and practices to secure staff and physical assets of the court unit, which may include oversight of property management, training, emergency preparedness, and disaster recovery activities, space and facilities needs, security, media, and public relations; and acquiring additional resources as needed.
- Serves as HR representative in second-tier interviews with the Clerk of Court for vacant positions.
- Other duties as assigned.

Qualifications

Candidates must have a minimum of six years of progressively responsible administrative, supervisory, technical, professional, or managerial experience that provided an opportunity to

gain: (1) a thorough knowledge of management practices and administrative processes; (2) skill in dealing with others in person-to-person work relationships; (3) the ability to exercise mature judgment; and (4) the ability to communicate effectively both orally and in writing to a wide variety of people. At least three of the six years of experience must have been in a position with substantial management responsibility. The successful candidate should be a leader, motivator, highly organized, and possess a high degree of integrity. The demands of the position require an individual who is adaptable to varied responsibilities in which personal initiative and excellent communication skills are highly valued. Excellent written and oral communication skills, strong interpersonal skills, and outstanding problem solving/analytical skills are required. The successful candidate must be proactive, willing to take initiative and capable of managing change. The position requires interaction with staff, judges, lawyers, and other high-level officials. The successful candidate must be skilled in balancing the demands of varying workload responsibilities. A bachelor's degree is preferred but an equivalent combination of education, training, and experience, preferably in a federal court setting, may be substituted instead.

Preferred Qualifications

- Experience in court administration including operations, information technology, space and facilities, human resources, finance, budget and procurement is strongly preferred.
- Experience in a federal court environment is advantageous.
- Comprehensive understanding of CM/ECF, HRMIS, JMS and JIFMS/CCAM.
- Working knowledge of the Federal Rules of Civil and Criminal procedures.

Information for Applicants

Employees of the Court are excepted service appointments, considered “at-will,” and can be terminated with or without cause. All judiciary employees are required to adhere to the *Code of Conduct for Judicial Employees*. The final candidate will be subject to a ten-year background check, which includes fingerprinting. Employment will be provisional and contingent upon a favorable suitability determination of the background investigation, with periodic updates every five years thereafter. Applicants must be U.S. Citizens.

Benefits

Employees of the United States District Court are entitled to federal benefits including health insurance, vision and dental insurance, life insurance, long-term care insurance, flexible spending accounts, retirement benefits, participation in Thrift Savings Plan (similar to a 401K plan), paid federal holidays, and paid annual and sick leave.

How To Apply

Qualified applicants must submit the following as a **single PDF document**: (1) letter of interest; (2) detailed resume; (3) list of at least three professional references with current contact information; (4) completed *AO78B Voluntary Race/Ethnicity, Gender, & Disability Identification*

and (5) completed and signed *AO 78 Application for Judicial Branch Federal Employment* (www.paed.uscourts.gov).

Completed applications in a **single pdf document** should be forwarded to Human Resources at: paedhumanresources@paed.uscourts.gov with the subject line, “**Chief Deputy Clerk Vacancy #22-10 I/E (Your Name)**” and will not be considered complete unless all items have been received by Human Resources. Incomplete application packets will not be accepted for consideration.

Expenses associated with interviews or relocation will not be reimbursed. Due to the volume of applications anticipated, the court will only communicate with those applicants who will be interviewed. Do not contact the court to inquire about this position. Applicants scheduled for an interview should advise the Human Resources staff if any accommodation will be necessary.

The U.S. District Court for the Eastern District of Pennsylvania reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position at any time, any of which may occur without prior written notice or other notice.

**The Clerk’s Office of the U.S. District Court for the Eastern District of Pennsylvania
is an Equal Opportunity Employer**