

UNITED STATES DISTRICT COURT District of Nebraska

Position Announcement No. 15-07

Position: Chief Deputy Clerk (Type II)
Location: Omaha, Nebraska
Starting Salary: JSP 15/16*
Salary Range: \$116,021 - \$168,700
Opening Date: Friday, December 11, 2015
Closing Date: Friday, January 15, 2016
Career Opportunity: JSP 16

* Starting salary will be set based on human resource policies, qualifications, experience, and applicant's current salary or federal pay grade.

Court Overview

The United States District Court for the District of Nebraska is seeking qualified applicants for the position of chief deputy clerk (Type II). The court is comprised of three active Article III judges, three senior judges, three magistrate judges, and an administrative and operational staff of forty-one employees. The court has a divisional office in Lincoln and also conducts trials and hearings in North Platte. The district court, clerk's office, and probation and pretrial services share administrative services (human resources, budget, finance, procurement, space and facilities, and information technology).

Representative Duties

The chief deputy clerk (chief deputy) is a senior-level management position reporting directly to the clerk of court. The chief deputy serves as the clerk's principal assistant, and in the clerk's absence, assumes the clerk's duties and responsibilities.

Under the direction of the clerk, the chief deputy oversees operations in the clerk's office, including courtroom administration, case management, statistical reporting, jury operations, docketing, quality control, intake, records, case-related financial activities, and appeals. The chief deputy also works with operations managers to analyze and optimize work assignments and work flow; formulate, implement, and review procedures and policies; handle personnel matters; and execute long-range goals. At the district level, the chief deputy assists the clerk and other court unit executives in managing the court's non-judicial and administrative functions, such as human resources; budget and finance; information technology; space and facilities; procurement; employee training and development; and strategic planning. The chief deputy works with judges and chambers staff, court personnel (local, regional, and national), other court units, and various governmental agencies, especially the United States Attorney's Office and the Federal Public Defender's Office.

The current chief deputy will stay on board for three months after the new chief deputy is selected to provide intensive orientation and training.

Qualifications

Education: To qualify, candidates must have, at a minimum, a bachelor's degree from an accredited university. A post-graduate degree in a discipline appropriate to the position (e.g., public, business, or court administration; legal studies; etc.) is preferred. A Juris Doctor (J.D.) degree from an ABA-accredited law school is highly preferred.

Experience:

General. Applicants must have a minimum of six years of progressively responsible administrative, legal, professional, investigative, technical, or other substantive experience that provided an opportunity to gain:

- a knowledge of management practices and administrative processes;
- skill in dealing with others in person-to-person work relationships;
- the ability to exercise mature judgment; and
- the ability to balance the demands of time-sensitive deadlines with varying workload responsibilities.

Specialized. At least three of these six years of general experience must have been in a position with substantial administrative, supervisory, or managerial responsibilities.

Preferred. Additional preferred experience includes:

- Exceptional writing, analytical, research, and public speaking skills.
- Experience requiring knowledge, interpretation, and application of federal or state law.
- Experience in federal or state court administration and operations.
- Strong interpersonal skills, shown by a proven record of leadership and accomplishments.
- Strong project management skills.
- Experience with CM/ECF, the court's electronic filing system, and PACER.
- Proficiency in Microsoft Word and Excel and a working knowledge of WordPerfect.

Application Process

Applicants must submit an application packet composed of:

- A cover letter.
- A detailed resume that includes full educational background; continuing education; legal training and employment; facilitation or presentation skills; second language or sign language skills; military service; community service or civic involvement; work with under-represented populations; internships; etc.
- A completed AO 78 Application for Judicial Branch Employment. The form AO 78 is available on the court's website at:
<http://www.ned.uscourts.gov/public/employment-opportunities/>
- A narrative statement on the following questions:
 - What is your management style or philosophy?
 - Describe a team on which you played a significant role, whether at work or in your personal life. What obstacles or challenges did this team face, if any? How would you appraise the success of this team in meeting its goals?

- Write about a process, procedure, or project that you conceptualized, initiated, developed, and implemented, independent of any managerial directive. Was it ultimately successful? Why or why not?
- Identify the challenges you think this position will pose for you. How would you prepare to meet them?
- A PDF of the completed application package. Application packages not received in PDF format will be considered incomplete.

Send the completed application package to: USDCHR@ned.uscourts.gov

Incomplete application packages and applications received after the closing date will not be considered.

The applicants deemed the most qualified will be invited to participate in a personal interview at their own expense. The United States District Court will not be responsible for expenses associated with traveling for interviews or for relocating the successful candidate. References will not be required until an applicant is considered a finalist. Final candidates are subject to a background security check. All application information is subject to verification. Appointment to this position is contingent upon successful completion of a ten-year background investigation with law enforcement agencies, including fingerprint and criminal record checks (and a re-investigation every five years thereafter). An applicant selected for the position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.

Employees of the United States District Court are not included in the government's Civil Service classification, but are under an excepted appointment and therefore serve at will. The chief deputy clerk is in an excepted service position, serves at the pleasure of the court, and is an "at will" employee who can be terminated with or without cause at any time. All judiciary employees are required to adhere to the [Judicial Code of Conduct](#), which is available upon request. Applicants must be United States citizens or eligible to work in the United States. The United States District Court for the District of Nebraska is an equal opportunity employer and has a strong commitment to achieving diversity among staff. In particular, members of under-represented groups are strongly encouraged to apply.

The clerk of court reserves the right to modify the conditions of this vacancy announcement at any time or to withdraw it without prior notice.

Benefits

Benefits include ten paid holidays, paid vacation and sick leave, participation in the Federal Retirement System and the Thrift Savings Plan, federal health insurance, group life insurance, and group long-term disability insurance. Employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit.

The United States District Court is an Equal Opportunity Employer