
*** CAREER OPPORTUNITY ***



UNITED STATES DISTRICT COURT WESTERN DISTRICT OF MICHIGAN

Title:	Chief Deputy Clerk (Type II)
Location:	Grand Rapids, Michigan
Closing Date:	July 28, 2014 (close of business)
Salary:	JSP 14-16(\$97,657 to \$167,000)

Salary commensurate with qualifications and experience

Position Overview

The United States District Court for the Western District of Michigan is accepting applications for a full-time Chief Deputy Clerk (Type II) in Grand Rapids, Michigan. The Chief Deputy Clerk is a senior level management position that reports directly to the Clerk of Court and, in the absence of the Clerk, the Chief Deputy assumes all of the functions and responsibilities of the Clerk of Court.

Representative Duties

Under the direction of the Clerk of Court, the Chief Deputy examines and revises as needed, divisional structure and work flow, formulates and implements policies and procedures, establishes long range priorities and goals, and resolves some personnel matters. The incumbent assists the Clerk of Court on key organizational initiatives related to operations and the court and works closely with the judges, court personnel, other court units, and governmental agencies. The Chief Deputy assists in organizational planning and management of daily and long-term operations, develops and implements office policies and procedures, analyzes quantity and quality of work and makes recommendations on all management matters including budget, resource allocation, and staffing. This individual provides direct oversight of divisional office managers. Travel throughout the district is required and may also be required to the Administrative Office of the U.S. Courts, the Federal Judicial Center, etc. Performs other duties as assigned.

Education and Qualifications

To qualify for a position of Chief Deputy Clerk JSP 14, 15, or 16, a person must have a Bachelor's degree in one of the following: management, business, law, technical application, court administration, public administration, behavioral science or a related field from an accredited college or university. A Master's Degree or a Juris Doctor is highly preferred. (See *Education Substitution* below.)

A minimum of six years of progressively responsible, successful and substantive court or business experience that provides a thorough understanding of planning needs, organizational requirements, procedural necessities, and expertise in dealing with others in person-to-person work relationships and human aspects of managing a complex and multi-faceted organization is required.

At least three of the six years of experience must have been in a position with substantial administrative and management responsibility, one year of which must have been at the next lower grade level or its equivalent.

The successful candidate must be a leader, a motivator, highly organized, and maintain a professional demeanor at all times. The successful candidate must have the ability to provide innovative solutions to workplace problems and personnel issues; possess excellent written and verbal communication skills; have expertise in dealing with others in person-to-person work relationships; and have strong analytical and project management skills. Experience in the federal judiciary and the successful completion of the FJC's Federal Court Leadership Program are preferred, but not required. Experience and proficiency working in an electronic environment with various technologies to accomplish work tasks is critical. Knowledge of electronic case filing systems is preferred.

Education Substitution

Education above the high school level in accredited institutions may be substituted for general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of experience. Completion of one academic year (30 semester or 45 quarter hours) of graduate study in an accredited university in such fields as business or public administration, political science, criminal justice, law, management, or related field, may be substituted for one year of specialized experience. Completion of a Master's degree or two years of graduate study (60 semester or 90 quarter hours) in an accredited university in such fields as business or public administration, political science, criminal justice, law, management, or related field--or completion of a Juris Doctor (JD) degree--may be substituted for two years of specialized experience.

Benefits

Employees of the U.S. District Court have access to an excellent benefits package which includes the Federal Employees Retirement System (FERS), Thrift Savings Plan (like 401k), health, life, dental, vision, and long term care insurance, flexible spending program, 10 paid federal holidays per year, leave accrual program, and periodic salary increases.

Application Procedures

Interested applicants should submit an original and four copies of the following:

- a letter of interest (not to exceed two pages) that describes how their previous experience has prepared them for this position and elaborates on any of the court preferred qualifications they may have;
- a detailed resume;
- contact information for three professional references; and
- a completed Application for Judicial Branch Federal Employment, AO78 form, available at <http://www.uscourts.gov/formsandfees/forms/AO078.pdf>.

Application materials may be mailed *confidentially* to:

Melanie Vugteveen
U.S. District Court
399 Federal Bldg.
110 Michigan, NW
Grand Rapids, MI 49503

Applicants must be U.S. citizens or eligible to work in the United States. The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. This position is subject to mandatory Electronic Funds Transfer (direct deposit) of net pay. As a condition of employment, the selected candidate must successfully complete a mandatory background investigation (prior 10 years) and an FBI fingerprint check. (Incumbent will be subject to background checks every five years thereafter.) Employment will be provisional and contingent upon the satisfactory completion of the required background investigation and a favorable suitability determination. Employees of the U.S. District Court are required to adhere to the Code of Conduct for Judicial Employees, copies of which are available upon request.

EQUAL OPPORTUNITY EMPLOYER