



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF LOUISIANA
OFFICE OF THE CLERK**
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CAROL L. MICHEL
CLERK OF COURT

NOTICE OF POSITION VACANCY

Position Title: CHIEF DEPUTY CLERK
Vacancy Ann. #: 20-DSC-04
Job Classification: JSP 14-16
Salary Range: \$107,807 - \$181,500
Position Location: New Orleans, Louisiana
Opening Date: Wednesday, January 29, 2020
Closing Date: APPLICATIONS RECEIVED BY CLOSE OF BUSINESS, 5:00 PM, CENTRAL STANDARD TIME ON FRIDAY, FEBRUARY 21, 2020, WILL BE CONSIDERED FOR FIRST REVIEW (OR UNTIL FILLED). More than one position may be filled from this vacancy announcement. This position is available immediately.

Position Overview:

The Chief Deputy Clerk (Type II) is an executive-level position that serves as second-in-command to the Clerk of Court and has regular interaction with judges, high-level officials of other organizations and agencies, members of the bar, and the public. The Chief Deputy Clerk (Type II) assists the Clerk of Court in providing leadership, management, and supervision of the Clerk's Office and Shared Administrative Services Unit and assists in organizational planning, development, project management, and implementation of office procedures and management of daily functions in the Clerk's Office, including the following: operations (including case administration and management, courtroom services, records maintenance and customer service, training, jury, pro se, criminal duty, court reporting and recording), information technology, statistical analysis and reporting, budget, financial management, and administrative services (including human resources, procurement, audit, space and facilities, and emergency and continuation of operations planning and oversight).

The Chief Deputy Clerk reports directly to the Clerk of Court and assumes the duties of the Clerk in the Clerk's absence. The Chief Deputy Clerk (Type II) assists the Clerk in the administrative and management functions of the court delegated to the Clerk.

Duties and Responsibilities:

The Chief Deputy Clerk (Type II) performs or manages duties and responsibilities such as the following:

- Assisting the Clerk of Court in providing leadership and day-to-day administration, management, and supervision of the clerk's office. Supervises staff. Provides regular feedback to staff and takes appropriate action to resolve problems.
- Assisting in the design and management of training programs.
- Assisting the Clerk and other supervisory personnel in directing staff responsible for assigning cases filed with the court, attorney admissions and maintenance of attorney records, attorney disciplinary matters, processing civil and criminal cases, operating and maintaining the court's electronic filing and records system (CM/ECF), providing courtroom services, jury administration and management, pro se filings, court reporting services, and managing records.
- Directing the information technology operations of the court.
- Supervising the preparation of statistical reports relating to all cases filed, case and defendant disposition, juror usage, trials and pretrial matters conducted, naturalization matters, and other reports required to reflect the workload of the court and the clerk's office.
- Supervising the reporting and accounting of all money received and processed through the clerk's office, including, but not limited to, filing fees, fines, and restitution payments, deposits in land condemnation and personal injury actions, deposits for costs and cash bonds.
- Adapting and installing new or improved methods, systems, and procedures for assuring the accuracy of accounts and for facilitating the receipt, deposit and disbursement of monies processed through the office.
- Assisting with the development and oversight of the court budget to include the creation and implementation of both long-term and short-term budget plans.
- Establishing and adjusting long range schedules, priorities, and deadlines for completion of work assignments and coordinating work schedules among subordinate units.
- Assigning and explaining work requirements to supervisors for all programs, functions, goals, and processes.
- Providing executive level support and oversight of space and facilities matters.
- Reviewing and analyzing organizational structure and functional assignments and duties to prepare for current and future organizational needs.
- Devising, implementing, and revising administrative and managerial techniques, systems, methods, programs, and procedures.
- Performing personnel related duties including, but not limited to, selecting or recommending the selection of individuals to be hired, recommending personnel actions, evaluating performance, developing and administering performance appraisal systems, and handling employee performance issues.
- Overseeing methods and systems for maintaining time and attendance records, reimbursements and other matters affecting the compensation of personnel in the court system.
- Planning and overseeing emergency management and continuation of operations plans.
- Developing and engaging in project management.
- Overseeing the procurement and audit management functions of the clerk's office.
- Providing for or performing quasi-judicial duties with regard to entering default judgments and litigants in default; taxation of costs; entering reference orders, as appropriate.
- Interacting and working with the Administrative Office, Federal Judicial Center, other courts, various government agencies, the bar, the public, and others on a variety of matters necessary to court administration.

- Performing other duties as required.

Qualifications:

To qualify for a position of chief deputy clerk (Type II), a person must be a high school graduate or equivalent and must have three (3) years of general experience and three (3) years of progressively responsible specialized experience.

General Experience:

Progressively responsible administrative, professional, investigative, technical or other responsible work that provided opportunity to gain:

- a) A general knowledge of management practices and administrative practices,
- b) Skill in dealing with others in person-to-person work relationships, and;
- c) The ability to exercise mature judgment.

Specialized Experience:

Progressively responsible experience in administrative, supervisory, managerial, or professional work that provided an opportunity to acquire thorough knowledge of the basic concepts, principles, policies, and theories of management.

Educational Substitutions:

- a) Education above the high school level in accredited institutions may be substituted for the general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months experience.
- b) 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.
- c) 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 specialized experience.

Preferred Qualifications:

A bachelor's degree in a related field from an accredited college or university, is preferred. A graduate degree in accounting, judicial, public, or business administration, political science, criminal justice, law, management, or related field from an accredited university or post-graduate certification is highly preferred.

Qualified candidates must have a performance history that demonstrates proven skills in management

practices, administrative processes and procedures of the court, including strong leadership, organizational, prioritization and problem-solving skills.

Experience in the federal judiciary is highly preferred, as well as knowledge and experience in administrative functions such as human resources, budget, financial administration, procurement, space and facilities, audit, emergency management and continuation of operations service.

Candidates must demonstrate the degree of leadership and interpersonal skills necessary to manage a complex organization successfully. Candidates must have the ability to: (1) lead with vision; (2) articulate priorities and manage effectively; (3) sustain a high level of organizational excellence through delegation and a fair system of accountability; (4) develop and execute strategic plans; (5) foster strong and effective working relationships; (6) integrate current and future technologies; (7) analyze data; (8) communicate effectively orally and in writing; (9) operate computers proficiently; (10) exhibit highly ethical standards and a positive work attitude; (11) adapt and lead in a changing work environment; and (12) maintain confidentiality and effectively manage conflict.

Benefits:

Employees of the U.S. District Court are not included in the Federal Government's Civil Service classification. They are, however, entitled to benefits similar to other federal employees which include:

- 10 paid holidays
- 13 days paid vacation for the first three years
- 20 days paid vacation after three years
- 26 days paid vacation after fifteen years
- Choice of medical coverage from a wide variety of plans (requires employee contribution)
- Group life insurance options
- Eligible for long-term disability plan options
- Participation in the Federal Employees Retirement System
- Thrift Savings Plan (tax deferred retirement savings)
- Flexible benefits program options

Information for Applicants:

Employees of the U.S. District Court are "at-will" employees. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. As a condition of employment, the selected candidate must successfully complete a full background investigation, and every five years thereafter, may be subject to an updated investigation similar to the initial one.

How to Apply:

Qualified persons may submit:

- a letter of application
- current resume'
- completed Application for Judicial Branch Employment, form AO-78 (available at <http://www.uscourts.gov/forms/AO078.pdf>)

- contact information for three (3) professional references familiar with the applicant's qualifications and relevant experience relating to the position.

Application material may be submitted via e-mail to HRAdmin@laed.uscourts.gov

OR

to the following address: U.S. District Court
Eastern District of Louisiana
Attn: Human Resources
500 Poydras Street, Room C-151
New Orleans, LA 70130

DISCLOSURES:

The United States District Court reserves the right to modify the conditions of this vacancy announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. The United States District Court requires employees to adhere to a Code of Conduct for Judiciary Employees. The Court will not reimburse candidates for travel in connection with the interview or pay for any relocation expenses. Only those interviewed will be notified of the selection outcome. We appreciate your interest in employment with our district.

***The United States District Court is an
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