

**\*\*\*CAREER OPPORTUNITY\*\*\***

**The United States District Court  
for the District of Delaware**

**Position:** Chief Deputy Clerk (Type II)

**Location:** Boggs Courthouse, 844 N. King Street, Wilmington, Delaware

| <b>Salary Range</b>            | <b>Opening Date</b> | <b>Closing Date</b> | <b>Announcement</b> |
|--------------------------------|---------------------|---------------------|---------------------|
| JSP-13-16 (\$87,292-\$165,300) | December 3, 2012    | December 28, 2012   | 12-09               |

The Clerk of Court for the U.S. District Court for the District of Delaware is accepting applications for the position of Chief Deputy Clerk. The Clerk's Office supports four District Judges and three Magistrate Judges.

**POSITION OVERVIEW:**

The Chief Deputy Clerk is an executive-level position that serves as second-in-command to the unit executive and has regular interaction with judges, high-level officials of other organizations and agencies, members of the bar, trustees 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: operations (case management, courtroom services, records maintenance and public service), financial management, budget, statistical analysis and reporting, information technology, human resources, training and administration. The Chief Deputy also assists the Clerk with the management of the Court's case management and electronic case filing (CM/ECF) database, financial management systems, long-range and strategic planning, application of the federal rules of procedure and local rules, and assumes the duties of the Clerk in his absence.

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

- Devising, implementing, perfecting administrative and managerial techniques, systems, methods, programs and procedures.
- Supervising the reporting and accounting of all money received and processed through the 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.
- Assisting with the development and oversight of the Court budget, to include the creation and implementation of both long and short term budget plans.
- Assisting with the development and implementation of information technology projects.
- Providing executive level support and oversight of space and facilities matters.

- 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.
- Reviewing and analyzing organizational structure, functional assignments and duties to prepare for current and future organizational needs.
- Establishing and adjusting long range schedules, priorities, 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.
- Performing personnel related duties including, but not limited to, selecting or recommending the selection of individuals to be hired, recommending personnel actions and evaluating performance.
- Overseeing methods and systems for maintaining time and attendance records, per diem reimbursements and other matters affecting the compensation of personnel in the Court system.
- Supervising the preparation and submission of statistical reports relating to all cases filed, case and defendant disposition, juror usage, trials and pre-trial matters conducted, naturalization matters and other reports required to reflect the workload of the Court and the office of the Clerk of Court.
- Advising attorneys on procedural matters related to the filing of pleadings, motions, writs, interactions of either a usual and unusual nature or form.
- Performs other duties, as assigned.

#### **QUALIFICATIONS AND EXPERIENCE:**

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, prioritizing and problem solving skills. All applicants should have a minimum of six years of progressively responsible administrative, professional, technical or other responsible work that provided an opportunity to gain general knowledge of management and administrative practices and processes, skill in dealing with person-to-person work relationships, and the ability to exercise mature judgment. At least three of the six years must have included responsible experience in administrative, supervisory, managerial or professional work. Candidates must have solid oral and written communication skills and computer proficiency, knowledge of sound financial controls and policies, ability to exercise mature judgment, high ethical standards, a positive work attitude, ability to adapt and lead in a changing work environment, and an understanding of statistical data, data analysis and evaluation methodologies. Working knowledge of legal and Court terminology is required. A bachelor's degree from an accredited college or university is required. A graduate degree in judicial, public or business administration, management or related fields from an accredited university is preferred. Federal Court experience is also preferred.

#### **BENEFITS:**

The United States District Court for the District of Delaware offers a generous benefit's package (some benefits require a waiting period) to full-time employees which includes:

- 10 Paid Holidays
- 13 Days Paid Vacation ( first 3 years )
- 20 Days Paid Vacation ( after 3 years )
- 26 Days Paid Vacation ( after 15 years)
- Medical Coverage
- Long Term Care Insurance Options
- Paid Sick Leave
- Retirement Benefits and Thrift Savings Plan
- Life Insurance Plan Options
- Commuter Benefits Program
- Credit Union Participation
- Medical/Dependent Care Reimbursement Accts.

**INFORMATION FOR APPLICANTS:**

Submit resumes to: Personnel, 844 N. King Street, Unit 18, Wilmington, Delaware, 19801-3570. Electronic submission of application materials will not be accepted. Applicants selected for interviews must travel at their own expense.

The U.S. District Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position(s) sooner than the closing date, if a closing date is shown, any of which action may occur without prior written notice or other notice.

The salary for this position will be based upon experience and education in accordance with the Judicial Salary Plan of the U.S. Courts.

This position is a mandatory EFT (Electronic Funds Transfer) participation for payment of net pay, i.e., Direct Deposit.

The U.S. District Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request.

Verification of employment eligibility according to the Immigration Control and Reform Act of 1986 will be required of all new employees of the U.S. District Court.

The person selected for this position will also be required to submit fingerprints for an FBI background check. The Chief Deputy Clerk position is an Executive High-Sensitive Position within the federal judiciary. Employment will therefore be considered provisional pending the successful completion of a ten-year, full field Office of Personnel Management background investigation. The incumbent will be subject to updated background investigations every five years.

Due to the volume of applications received, the U.S. District Court will only communicate to those individuals who will be interviewed. If you are not notified by us, another candidate within the recruitment was selected.

The U.S. District Court will maintain position opening applications or resumes on file to quantify applicant data for statistical reporting requirements.

**If you have any questions regarding this announcement please contact our Personnel Specialist at (302) 573-6170.**

**The U.S. District Court for the District of Delaware is an Equal Opportunity Employer**