



United States District Court

District of Delaware

Vacancy Announcement 22-20

Position Title: Chief Deputy Clerk (Type II)

Duty Station: Wilmington, Delaware

Salary: JSP 15- JSP 17

Depending upon experience and qualifications

Opening Date: September 22, 2022

Closing Date: Open 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: operations (case management, courtroom services, records maintenance, and 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.
- Adapts and installs 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 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.

- Establishes and adjusts long range schedules, priorities, and deadlines for completion of work assignments.
- 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.
- Improves general working conditions, including programs for 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.
- Prepares and submits employee appraisals and development plans in accordance with personnel policies.
- Serves as backup to human resources when needed.
- Assists in the review, development, and implementation of the Continuity of Operations Plan and the court's strategic plan.
- Interviews and recommends candidates for vacant positions.
- Main point of contact to numerous visiting judges and their staff who assist the District of Delaware with its case load. Arrange for courtrooms, court reporters and courtroom support staffing for the visiting judges' court proceedings taking place in Delaware. Monitor the expiration deadlines of visiting judges and contact the Administrative Office and Third Circuit Court of Appeals to renew said deadlines. Coordinate with visiting judges' calendar with the Human Resources Director.
- Monitor and review Bills of Costs pending before the Court. Follow the Federal Rules of Civil Procedures and the District's Local Rules to prepare Clerk's Taxation of Costs for filing.

- 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 from an accredited college or university is required.

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.

Benefits

The United States District Court for the District of Delaware offers a generous benefits package which includes the following:

- Paid annual and sick leave
- Eleven paid federal holidays
- Participation in the Federal Employees Health Benefits Program (FEHB)
- Federal Employees Dental and Vision Insurance Program (FEDVIP)
- Federal Employees Group Life Insurance (FEGLI)
- Flexible Benefits Program
- Employee Assistance Programs
- Long Term Care Insurance through the Federal Judiciary or OPM
- Federal Employees Retirement System (FERS)
- Thrift Savings Plan (TSP) - up to 5% match
- Student Loan Forgiveness Program for Public Service Employees

- On-site fitness facility
- Transit Subsidy Program (contingent upon availability of funds)

NOTE: Some benefits require a waiting period.

Information for Applicants

The required application documents include the following: resume, cover letter, references and an AO-78 Federal Judicial Branch Application for Employment. To apply for the position, please visit the Court's website at:

<https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=daye8adr&pos=22-20>.

Applicants will receive an email confirmation upon receipt. Incomplete applications, paper applications or faxed applications will not be considered.

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. This job announcement may involve filing more than one position described therein.

This position is a mandatory EFT (Electronic Funds Transfer) participation for payment of net pay.

The U.S. District Court requires employees to adhere to the Judicial Code of Conduct for Judicial Employees which is available on www.uscourts.gov.

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

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 Chief Deputy Clerk (Type II) position is a high sensitive position. The successful candidate will be hired provisionally pending the successful completion of a required ten-year background investigation and a favorable suitability determination. Investigation updates are required every five years.

Employees working for the District Court for the District of Delaware are required to be fully vaccinated against COVID-19. Employees will be required to complete a Vaccination Attestation form.

**If you have questions regarding this announcement,
please contact Beth Mason at (302)573-4539**