



# United States District Court

## District of Delaware

### Vacancy Announcement 23-4

Position Title: Clerk of Court

Salary: JSP 16 (\$176,198- \$229,055)  
JSP 17 (\$202,359- \$232,600)  
JSP 18 (\$232,600- \$232,600)

Opening Date: 3/6/23

Closing Date: 3/31/23

#### **Position Overview**

The United States District Court for the District of Delaware is accepting applications for the position of Clerk of Court. The court currently consists of four Article III Judges and four Magistrate Judges. As the unit executive for the court, the Clerk of Court is responsible for managing the operational, technological, and administrative duties of the Clerk's Office, including compliance with judiciary and statutory requirements. The position is appointed by and functions under the direction of the Chief Judge.

#### **Representative Duties**

The Clerk has administrative and operational authority over all aspects of the Clerk's Office and is responsible for overseeing the performance of the statutory duties of the office. These duties include:

- Managing of human resources, budget, finance, procurement, space and facilities, jury operations, case processing and maintenance, statistical analysis and reporting, information technology and long-range planning.
- Consulting with and making recommendations to the Chief Judge regarding court policies and procedures.
- Analyzing and implementing statutes, rules and procedures affecting the operations of the court.

- Serving as a liaison to the Administrative Office of the U.S. Courts, the General Services Administration, the United States Marshal Service, and state and local bar associations on a variety of issues necessary to court activities.
- Preparing and managing the annual budget and financial plan of the court.
- Working with the court, members of the bar, and the public to improve the delivery of court services.
- Managing space and facilities and working with the General Services Administration and building property management.
- Directing the court's financial services functions, including purchasing, collecting fees, authorizing expenditures, accounting, and any other fiscal responsibilities in accordance with the judiciary and statutory requirements.
- Hiring and assigning personnel as well as designing and managing training programs.
- Creating a vision of excellence through strategic planning in an environment of limited and decreasing resources.
- Other duties as assigned.

### **Education**

Candidates must have a bachelor's degree in a related field from an accredited college or university. A master's degree in business, management, public or legal administration, or related field is preferred.

### **Required Qualifications**

Candidate must have a minimum of ten years of progressively responsible administrative experience in public service or business that provides a thorough understanding of organizational, operational, procedural, and human aspects of managing an organization. At least three of the ten years of experience must have been in a position of substantial management responsibility, which includes financial management, space and facilities management, oversight of information technology and human resources functions, and long and short-range planning.

### **Preferred Qualifications**

- Experience in the Judiciary is preferred; particularly, operational knowledge of the courts and electronic filing as well as working knowledge of the Federal Rules of Criminal and Civil Procedure and the Court's Local Rules.
- Candidate must demonstrate the degree of leadership and interpersonal skills necessary to successfully manage a complex organization.

### **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

NOTE: Some benefits require a waiting period.

### **Information for Applicants**

Consideration will only be given to those who apply online no later than March 31, 2023 and provide the required application documents in PDF format. The required application documents include the following: cover letter, resume, AO-78 application and three business references. To apply for the position, please visit the Court's website at:

<https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=daye&adr&pos=23-4>

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 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](http://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 Clerk of Court position is a highly 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, contact Beth Mason at (302)573-4539**