



UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF MISSISSIPPI

OXFORD DIVISION
911 Jackson Avenue, Suite 369
Oxford, MS 38655

DAVID CREWS
Clerk of Court

ABERDEEN DIVISION
301 West Commerce Street, #13
Aberdeen, MS 39730

GREENVILLE DIVISION
305 Main Street, Suite 329
Greenville, MS 38701

NOTICE OF VACANCY

Announcement Number: 19-108
Location: Oxford, Mississippi
Position Title: Chief Deputy Clerk (Type II)
Classification Level: JSP 14 – JSP 15
Salary Range: \$104,821 - \$160,286
Type of Appointment: Full-Time Permanent
Opening Date: July 16, 2019
Closing Date: August 9, 2019, or until filled
Starting Date: TBD, October 2019 – January 2020

- Salary based on experience and qualifications.
- A new Chief Deputy Clerk may be appointed as a “designee” before the separation of a current Chief Deputy Clerk, for a maximum period of three months. The designee position will overlap as needed between incoming and outgoing Chief Deputies and thereby support the orderly transition of responsibilities. A designee position is not applicable to or available for an employee who is being promoted within the current court unit.

POSITION OVERVIEW:

The United States District Court for the Northern District of Mississippi is seeking a senior level manager to serve as the Chief Deputy Clerk. The Chief Deputy Clerk is a senior-level management position reporting directly to the Clerk of Court. In the absence of the Clerk, the Chief Deputy Clerk assumes the functions and responsibilities of the Clerk. The position requires interaction with judges, lawyers and other senior officials, within and outside the Judiciary. The incumbent serves as the office manager and supports the Clerk in key functional areas of court administration, works to enhance the productivity and efficiency of the Clerk’s office and the District Court, assists in policy development and implementation, and establishes long range priorities and goals.

REPRESENTATIVE DUTIES:

- Performs functions as directed by the Clerk of Court;
- Assists the Clerk in reviewing and revising the organizational structure and improving organizational development within the Court;
- Works with the Clerk and other members of the executive management team in defining, creating and implementing long- and short-term strategic goals;
- Handles complex and sensitive matters while maintaining confidentiality. Identify issues and resolve disputes. Ensure appropriate solutions are determined and implemented;

- Assists the Clerk with administrative duties, including performance management, allocating resources, and implementing policies and procedures. Communicate and respond to requests as needed;
- Ensures compliance with the Guide to Judiciary Policy, the Human Resources Manual, applicable Administrative Office policies and procedures, reporting requirements, procurement practices and internal controls guidelines;
- Participates in budget preparation and management as needed. Verify specific needs and costs and recommend changes and adjustments; and
- Performs other duties, as assigned.

See addendum for more specific responsibilities for this position.

REQUIRED EXPERIENCE & QUALIFICATIONS:

At a minimum, the incumbent must have a Bachelor's degree from an accredited four-year college or university, plus a minimum of six years of experience: three years of general experience and three years of progressively responsible specialized experience as described below.

General Experience

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

- a general knowledge of management practices and administrative processes,
- skill in dealing with others in person-to-person work relationships, and
- the ability to exercise mature judgment.

Specialized Experience

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

Educational Substitutions

- 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 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 may be substituted for two years of specialized experience.
- Completion of a Juris Doctor (JD) degree may be substituted for two years of specialized experience.

PREFERRED QUALIFICATIONS:

- Master's degree in business, court administration or other related field from an accredited college or university or a Juris Doctor degree.
- Five years of progressively responsible specialized experience, in public service or the private sector, which provides a thorough understanding of organizational, procedural, and human aspects of managing an organization.

- Three of the five years' experience in a position of substantial management responsibility. Strong preference will be given to candidates with prior management experience in the federal judiciary.
- Experience in the federal judiciary is preferred; particularly, operational knowledge of the Courts and electronic filing, as well as a working knowledge of the Federal Rules of Criminal and Civil Procedure and the Court's Local Rules.

BENEFITS:

Judiciary employees serve under excepted appointment (not civil service). Employees working at least 20-hours per week or more are eligible for benefits. The generous Federal Employees benefits package includes:

- Ten paid Federal holidays plus paid annual and sick leave;
- Retirement benefits under the Federal Employees Retirement System (FERS);
- Retirement under the Thrift Savings Plan (TSP) with employer matching contributions;
- Health benefits under the Federal Employees Health Benefits Program (FEHB);
- Supplemental Dental and Vision Benefits under the Federal Employees Vision and Dental Plan (FEDVIP);
- Life insurance benefits under the Federal Employees Group Life Insurance Program (FEGLI);
- Flexible Benefits Program for Health Care Reimbursement and Child Care Reimbursement;
- Long Term Care Insurance through the Federal Judiciary or the Office of Personnel Management (OPM);
- Paid on-site parking; and

This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net earnings.

APPLICATION PROCEDURES:

Qualified applicants should submit a complete applicant's packet which includes: a letter of interest (not to exceed one page), a current/detailed resume, three references, and a completed Application for Judicial Branch Federal Employment (Form AO 78). Applications for Judicial Branch Federal Employment (Form AO 78) may be downloaded from the court's website www.msnd.uscourts.gov. You must reference the vacancy announcement number on your letter of interest. Submissions will not be considered complete until all of the items listed above have been received by Human Resources.

Please mail your complete packet to:

Human Resources Dept.
Attn: Position 19-108
911 Jackson Avenue East, Suite 369
Oxford, MS 38655

or email to:

HR@msnd.uscourts.gov
(Attachments must be saved as **one** PDF file)

ADDITIONAL INFORMATION:

Applicants must be United States citizens or eligible to work in the United States. The most qualified applicants may be invited to one (or more) personal interview(s) with the Court. Applicants selected for interviews will be required to travel to the designated location at their own expense. The Court is not authorized to reimburse applicants for travel and/or relocation expenses. Applicants that receive interviews will receive a written response if they are not selected. Please do not inquire about the status of your application.

Prior to appointment, the selectee considered for this position is required to undergo a full background investigation (including criminal history and credit history). The selectee may then be appointed provisionally, and retention will depend upon a favorable suitability determination of a high-sensitive FBI background investigation. The selectee will be subject to background reinvestigations every five years.

The Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Employees of the United States Courts are NOT included in the government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees depending on the appointment type. Employees who work at the Court are considered at-will and work at the pleasure of the Court.

The Court has the right to modify the conditions of this vacancy announcement, withdraw the announcement, or fill the position at any time before the closing date, any of which may occur without prior written notice.

The Court provides reasonable accommodations to applicants with disabilities in accordance with the American with Disabilities Act. If you need a reasonable accommodation, please notify human resources at HR@msnd.uscourts.gov. The decision on granting reasonable accommodations will be made on a case by case basis. The United States District Court for the Northern District of Mississippi is an Equal Opportunity Employer and values diversity in the work place.

ADDENDUM

Day-to-Day Responsibilities:

- Serves as the Clerk's Office expert and key advisor to senior officials and federal judiciary staff on operational and administrative policies and procedures;
- Facilitates the administration of the Court's operations, including automation, space and facilities, security, jury administration, budget, procurement, human resources, audits, training, and planning;
- Ensures consistency and uniformity of operations, as appropriate;
- Provides the Clerk and other Court personnel with expert guidance on judiciary policy including explanations of processes, timelines and potential consequences;
- Serves as a leadership resource for senior officials by formulating, recommending, implementing and evaluating organizational structure, policy and procedures;
- Assists with developing and executing strategic and long-range plans of the Clerk's Office and the Court;
- Directs positive change by providing leadership with early warning of areas of organizational concern, critical analysis of systemic needs for improvement and recommending modifications;
- Leads with a long-term view and builds a shared vision with others, guided by the Court's mission statement, while acting as a catalyst for positive organizational change and influencing others to translate vision into action;
- Establishes and adjusts goals, schedules, priorities and deadlines for completion of office-wide work assignments and coordinates work schedules;
- Directs, supervises, coaches, develops, and fosters teamwork among operational and administrative personnel;
- Interprets and applies the appropriate statutes, rules, and operating procedures, including the Guide to Judiciary Policy and local internal policies and controls. Adheres to the Code of Conduct for Judicial Employees;
- Demonstrates a commitment to promote justice and serve the public by ensuring that actions meet judicial and public needs and aligning organizational objectives and practices with judicial and public interests;
- Collaborates with various governmental agencies, other court units, the federal and local bar and members of the public on a variety of issues in support and furtherance of the mission of the Court;
- Coordinates executive level meetings and conferences such as employee and district conferences;
- Interacts professionally with the Administrative Office of U.S. Courts, Federal Judicial Center, other federal courts, court units, the federal and local bar, government agencies, and the public;
- Reviews and analyzes issues involving work performance and takes or recommends necessary actions;
- Recommends the selection of subordinate supervisors;
- Reviews and analyzes organizational structure, reporting relationships and functional assignment, striving to meet current and future organizational needs;
- Recommends personnel actions concerning subordinate supervisors and evaluates their performance;
- Assigns and explains work requirements to subordinate levels of supervision for new or changed programs, functions, goals, and processes;
- Assumes functions for the Clerk as requested; and
- Performs other duties as assigned.

Operational Responsibilities:

- Provides leadership, management, and supervision for the operations of the Clerk's Office including the processing of cases, statistical reporting, case management, and serving as the custodian of official court records. Oversees operations and takes appropriate action to ensure effectiveness;
- Formulates objectives and priorities while supervising the operations of the Clerk's Office. Implements plans consistent with the long-term interests of the organization, including the support of courtroom personnel and equipment;
- Directs the formulation, implementation, monitoring, and modification of organizational policy and court rules;
- Analyzes the overall processing of cases within the Court to ensure effective case assignment and proper case management. Develops insights to design new programs/processes while ensuring appropriate, standardized procedures throughout the District;
- Oversees the jury operations of the Court. Identifies and analyzes problems and makes recommendations to improve juror utilization and attendance;
- Responds promptly and effectively to judicial officer inquiries and requests, with thorough analysis of issues presented and with alternative solutions and recommendations, as appropriate;
- Supervises 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 other reports required to reflect the workload of the Court;
- Prepares comprehensive memoranda, reports, and correspondence; drafts administrative orders, proposed procedures and local rules; completes complex projects and performs other duties as assigned by the Clerk; and
- Conducts special studies as directed and prepares statistical and narrative reports.

Administrative Responsibilities:

- Facilitates the development, implementation, and enforcement of policies and practices to secure staff and physical assets of the court unit, which may include oversight of: property management, training, emergency preparedness and disaster recovery activities, space and facilities needs, security, and, acquiring additional resources as needed;
- Participates in and coordinates management team activities and chairs meetings;
- Collaborates with the Director of Automation & Technology to determine present and future automation needs, anticipating trends in emerging technologies, and assists in developing long and short-term plans synthesizing Court needs with available technology and maximizing efficiency through improvements to existing automated systems;
- Assists with development of the budget and financial plan;
- 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;
- Prepares, justifies, and administers the Court's budget, while monitoring expenditures and using cost-benefit analysis to set priorities;
- Oversees procurement and contracting to achieve desired results. Evaluates service delivery (internal and external) with an eye toward continuous process and service improvements and makes recommendations to the Clerk for implementation; and
- Leads and directs annual and cyclical audits of the Court's functions.