



DANIEL B. MCHUGH
Clerk of Court

Oxford
911 Jackson Ave.
Oxford, MS 38655

Aberdeen
301 W. Commerce St.
Aberdeen, MS 39730

Greenville
305 Main St.
Greenville, MS 38701

www.msnd.uscourts.gov

Important Dates

Opening Date:
February 27, 2026

Closing Date:
March 13, 2026
or until filled

Apply to:

hr@msnd.uscourts.gov

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

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF MISSISSIPPI

Position: Chief Deputy Clerk (Type II)
Vacancy #: 26-105
Classification: JSP 14 – JSP 16 (depending on qualifications and experience)
Starting Salary: \$125,776 - \$173,513
Location: Oxford, Mississippi
Appointment: Full-time permanent

POSITION OVERVIEW

The United States District Court for the Northern District of Mississippi seeks a senior level manager to serve as the Chief Deputy Clerk. The Chief Deputy reports directly to the Clerk of Court. In the absence of the Clerk, the Chief Deputy assumes the functions and responsibilities of the Clerk. The position requires interaction with judges, lawyers and other senior officials. The Chief Deputy supports the Clerk in key functional areas of court administration, works to enhance the productivity and efficiency of the clerk's office and the court, assists in policy development and implementation, and establishes long range priorities and goals. Prior experience with the federal courts, electronic filing systems, progressive managerial experience, and a juris doctor or other relevant advanced degrees or experience equivalencies are preferred.

REPRESENTATIVE DUTIES

- Performs functions as directed by the Clerk of Court.
- Assists the Clerk in reviewing and revising the organizational structure and improving organizational and professional 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. Identifies issues and resolve disputes. Ensures appropriate solutions are implemented.
- Assists the Clerk with administrative duties, including performance management, allocating resources, and implementing policies and procedures. Communicates 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. Verifies specific needs and costs and recommend changes and adjustments.
- Performs other duties, as assigned.
- See attached Addendum for more specific responsibilities for this position.

BENEFITS:

- Paid Annual & Sick Leave
- 11 Paid Holidays
- Employer subsidized Health Insurance
- Group Life Insurance
- Supplemental Vision/Dental Insurance
- Retirement Benefits Plan (FERS)
- Thrift Savings Plan (TSP)
- Flexible Spending Accounts

CONDITIONS OF EMPLOYMENT:

- United States citizenship or lawful permanent resident (i.e., green card holder) seeking U.S. citizenship, or completion of an affidavit indicating intent to apply for citizenship when eligible to do so.
- Completion of FBI Fingerprint Background Check with periodic reinvestigation, if applicable.
- Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. Retention depends upon a favorable suitability determination.
- Employees are subject to mandatory electronic funds transfer.
- Employees are considered “at will.”
- Employees are required to adhere to the [Code of Conduct](#) for Judicial Employees.

The Court reserves the right to modify the conditions of this job announcement, commence interviews immediately, withdraw the announcement, or fill the position at any time, any of which may occur without prior written or other notice.

REQUIRED EXPERIENCE & QUALIFICATIONS

At a minimum, a candidate 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 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 navigate complex issues and situations.

Specialized Experience

Successful record of progressively responsible managerial experience that provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of management.

PREFERRED QUALIFICATIONS

- 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.
- Master’s degree in business, court administration or other related field from an accredited college or university or a Juris Doctor degree.

APPLICATION PROCEDURES

To be considered, a qualified applicant must submit **a single PDF document** to hr@msnd.uscourts.gov that contains:

- A cover letter (no longer than one page),
- a current/detailed resume,
- clear, concise, written answers to the attached questions/prompts, and
- a completed Application for Judicial Branch Federal Employment (Form AO-78) which may be downloaded from our website www.msnd.uscourts.gov.

ADDENDUM - RESPONSIBILITIES

Day-to-Day Responsibilities:

- Serves as the Clerk's Office expert and key advisor to senior officials and 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.
- 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 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 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.

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. Leads 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.
- 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, space and facilities, security, and other resources.
- Participates in and coordinates management team activities and chairs meetings.
- Collaborates with the Operations Manager for 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.
- 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.
- Leads and directs annual and cyclical audits of the Court's functions.

Please respond to each of these questions/prompts in 250 words or less.

1. Describe a conflict you successfully resolved between two people at work, and any lessons learned.
2. You manage a person that is excellent at every aspect of their job but is habitually late. What action would you take, if any?
3. Describe a time you strongly disagreed with your manager's approach, what you did or did not do to address it, and why.
4. Is it more important to be productive or present? Choose only one and defend your answer.
5. Describe a time when you had a project on an urgent timeline and you received subpar work product from another team member – did you make the needed corrections yourself? Why or why not?