

CAREER OPPORTUNITY



**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF OKLAHOMA**

www.okwd.uscourts.gov

Amended on 3-4-2016

Position Title: Chief Deputy Clerk (Type II)
Position Number: 15-16
Location: Oklahoma City
Close Date: Extended until April 5, 2016
Salary Range: JSP 15 – JSP 16 (\$117,376 - \$170,400)
(Commensurate with qualifications and in accordance with the
Guide to Judiciary Policy)

The United States District Court for the Western District of Oklahoma is seeking qualified applicants for the position of Chief Deputy Clerk (Type II). The court is comprised of thirteen (13) judicial officers and a Clerk's Office staff of 33 employees. The Chief Deputy is a senior-level management position reporting directly to the Clerk of Court.

Position Overview:

The position of Chief Deputy is the second highest managerial position in the Clerk's Office. Under the direction of the Clerk of Court, the Chief Deputy is responsible for staff development, strategic planning, and management of operations and administrative personnel and all activities of the Clerk's Office. The Chief Deputy assists the Clerk in providing management and leadership of all non-judicial functions and activities of the court including but not limited to: budget and finance, human resources, information technology, public relations, and case flow.

Representative Duties:

- Assists in creating a vision of excellence through strategic planning in an environment of limited and decreasing resources.
- Manages staff responsible for administrative services including human resources, budget and finance, and space and facilities.
- Manages staff responsible for automation and information technology services, statistical analysis and reporting requirements.
- Promotes and maintains the integrity of official records in the custody of the court.
- Works with members of the bar and the public to improve the delivery of court services.

- Works with various governmental agencies on a variety of matters necessary to conduct court business.
- Assists in preparing and managing the annual budget.
- Assists in directing the court's financial services functions in accordance with statutory requirements.
- Conducts special studies or coordinates and implements special projects related to court administration, operations and other areas, as may be requested by judges or the Clerk.
- Analyzes and makes recommendations on statutes, local rules, and procedures affecting the operations of the court.
- Advises the Clerk on matters affecting the functioning of the entire Clerk's office.

Qualifications Requirements: Applicants must be a United States citizen or eligible to work in the United States.

To qualify for the position of Chief Deputy, applicants must have a minimum of six years of progressively responsible administrative, professional, investigative, technical or other responsible work that provided an opportunity to gain:

- Knowledge of management practices and administrative processes;
- Skill in dealing with others in person-to-person work relationships;
- The ability to exercise mature judgment.
- At least three of the six years of experience (specialized experience) must have been in a position of substantial administrative, supervisory, or managerial responsibility, where the incumbent can demonstrate effective leadership and employee relations expertise.

Education above the high school level in accredited institutions may be substituted for the general experience on the basis of one academic year equals nine months of experience. Completion of one academic year 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 in areas of business or public administration, political science, criminal justice, law, or related field, or completion of a Juris Doctorate (JD) may be substituted for two years of specialized experience.

COURT PREFERRED QUALIFICATIONS:

- Management experience is highly preferred.
- Completion of post-graduate degree in public, business or court administration or a JD is preferred.
- Court experience is preferred; experience with court administration and operations is highly desirable.
- General understanding of court operations and administration including operations, information technology, space and facilities, human resources, finance, budget, and procurement is strongly preferred.
- Exceptional communication and interpersonal skills, along with a proven record of leadership and accomplishments.

BENEFITS: Employees of the U.S. District Court are not classified under Civil Service, but are entitled to many of the same benefits as other federal government employees including participation in health and life insurance programs, periodic grade and step increases, and paid holidays.

ADDITIONAL INFORMATION: The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, which may occur without prior written or other notice. In the event a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the court may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position.

As a condition of employment, the selected candidate will be subject to an FBI background check. All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application material may be grounds for non-selection, withdrawal or an offer of employment, or dismissal after being employed. All employees are subject to mandatory electronic direct deposit of salary payment.

Selected candidate will be subject to a one-year probationary period. All court employees are at will and therefore the selected candidate may be removed from this position at any time if, after reasonable on-the-job training, the selected candidate fails to perform at a satisfactory level.

APPLICATION INSTRUCTIONS. Qualified candidates are invited to apply by sending an application package consisting of:

1. A cover letter with three references.
2. A résumé.
3. Federal Employment Application (AO-78) available at www.okwd.uscourts.gov; and
4. A written response to the attached list of questions.

Applicants responding to the original announcement for Vacancy 15-16 remain under consideration and need not reapply. New applicants, please send complete application package to the address below by the closing date. Application packages may alternatively be submitted as a single .pdf document and emailed to HR@okwd.uscourts.gov.

Vacancy No. 15-16
United States District Court
Western District of Oklahoma
200 NW 4th Street, Rm 1210
Oklahoma City, OK 73102

An Equal Opportunity Employer

Applicants for Chief Deputy Clerk

Please submit typewritten answers (no more than one page per question, double-spaced, 12 point font or greater) with your completed application package.

1. Please share your views on coaching, mentoring, staff development, and succession planning, including your personal experiences.
2. Provide an example of a challenging managerial issue you have encountered. How did you resolve the issue?