



UNITED STATES DISTRICT COURT Middle District of Tennessee

801 Broadway, Suite 800, Nashville, TN 37203 Telephone: 615-736-7013

NOTICE OF JOB OPPORTUNITY

Vacancy Announcement: 18-TNM-CLERK

ANNOUNCEMENT DATE: July 30, 2018

PREFERENCE DEADLINE: September 14, 2018

POSITION: Clerk of Court

STARTING LEVEL/SALARY: JSP 16/Step 1 to JSP 18/Step 10
\$142,240 to \$189,438
(Depending on Qualifications)

LOCATION: Nashville, Tennessee

POSITION OVERVIEW

The United States District Court for the Middle District of Tennessee is seeking an individual with experience in leading a complex, diverse, and innovative organization to serve as the District's Clerk of Court. The Clerk is appointed by the district judges of the Court in which he or she serves. This is a high level management position that functions under the direction of the Chief Judge of the Court. The Clerk of Court is responsible for managing the administrative activities of the Clerk's Office and overseeing the performance of the statutory duties of the office.

EXAMPLES OF DUTIES

- ◆ Consulting with and making recommendations to the judges regarding Court policies and procedures.
- ◆ Directing staff responsible for the processing of civil and criminal cases, the issuance of process, and the maintenance of official records in the custody of the Court.
- ◆ Managing the jury operations of the Court and making recommendations as required to improve juror utilization.

- ◆ Directing through subordinate staff the Court's financial service function including purchasing, juror payments and accounting functions.
- ◆ Working with members of the bar and the public to improve the delivery of Court services.
- ◆ Working with various governmental agencies on a variety of issues necessary to Court activities such as data processing, fiscal issues and personnel matters.
- ◆ Hiring and assigning personnel as well as designing and managing training programs.
- ◆ Preparing and managing the annual budget.
- ◆ Managing staff responsible for automation and information technology services, statistical analysis and reporting requirements, inventory control and human resources management.
- ◆ Performing any related duties as required by the Court.

QUALIFICATIONS

- ◆ To be qualified for appointment as Clerk of Court, a candidate must have a minimum of 10 years of progressively responsible administrative experience in public service or business that provides a thorough understanding of organizational, procedural, and human aspects of managing an organization. At least five (5) of the 10 years of experience must have been in a position of substantial managerial responsibility.
- ◆ The successful candidate must have excellent analytical skills, good judgment, solid organizational management and problem-solving experience, and outstanding oral and written communication skills.
- ◆ The successful candidate will be an ethical leader and motivator who is able to clearly describe his or her leadership style, vision and values, has experience in promoting and inspiring a culture of high performance and continuous improvement, and maintains a professional demeanor at all times.
- ◆ A bachelor's degree from a college or university of recognized standing is required.
- ◆ A law degree from a college or university of recognized standing is required.

PERFERRED QUALIFICATIONS

- ◆ Experience in the federal judiciary, including operational knowledge of the courts, financial management, space and facilities management, human resources management, and information technology.
- ◆ Familiarity and experience with electronic case management (CM/ECF).

CONDITIONS OF EMPLOYMENT

- ◆ Employees must be United States citizens.
- ◆ Employees of the United States District Court are Excepted Service Appointments; Excepted Service Appointments are “at will” and can be terminated with or without cause by the Court at any time.
- ◆ The United States District Court requires employees to adhere to a Code of Ethics and Conduct. The Code may be found on the uscourts.gov website.
- ◆ This is an executive position within the Judiciary. As a condition of employment, the selected candidate must successfully pass a ten-year background investigation and subsequent favorable suitability determination and every five years thereafter will be subject to a re-investigation.
- ◆ This position is subject to EFT (direct deposit of salary earnings).

BENEFITS

A generous benefits package is available to full-time excepted employees, including

- ◆ 10 paid holidays.
- ◆ Paid annual leave in the amount of 13 – 26 days per year, depending on length of service.
- ◆ Paid sick leave in the amount of 13 days per year.
- ◆ Optional participation in Federal Employees Health Benefits plans, including dental and vision insurance; Federal Employees Group Life Insurance; Flexible Benefits Program; Long-Term Care Insurance.
- ◆ Retirement benefits (FERS).
- ◆ Thrift Savings Plan (TSP).
- ◆ Credit for prior government service.

APPLICATION INFORMATION

Qualified applicants **must** submit the following in **ONE PDF** document:

1. **Cover Letter** describing experience and other skills or training that qualify the candidate to perform the duties of Clerk of Court.
2. **Include** the names and contact information of three (3) professional references.
3. **Narrative** of no more than two (2) typewritten pages, double spaced, addressing the candidate's leadership philosophy, and how that philosophy will be applied as the Clerk of Court.
4. **Current resume.**
5. **AO-78* (*Federal Judicial Branch Application for Employment*)**

*The AO-78 can be downloaded at: <http://www.tnmd.uscourts.gov/jobs>

Email completed application packet to: HR-USDC@tnmd.uscourts.gov

Only qualified applicants will be considered for this position and are encouraged to apply. Only applicants selected for an interview will be contacted. The Court reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may select a candidate from the original qualified applicant pool.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER