United States District Court
Northern District of Iowa

Vacancy Announcement

POSITION: **Chief Deputy Clerk**

GRADE: JSP 15/01 - JSP 15/10 ($96,970 to $126,064 per annum)
Figures include locality pay.

LOCATION: Office of the Clerk
United States District Court for the Northern District of Iowa
101 1st St., S.E. Room 313
Cedar Rapids, Iowa 52401

OPENING DATE: July 28, 2004

CLOSING DATE: August 27, 2004

Position Overview

The position of Chief Deputy Clerk is an executive position reporting directly to the Clerk of Court and is responsible for assisting in the supervision, planning, developing, implementing and refining of office policies, procedures and programs; and management of the operations of the office. The Chief Deputy works closely with the management team and all staff.

Representative Duties:

A Chief Deputy Clerk performs duties and responsibilities such as the following:

- Devises, implements and perfects administrative and managerial techniques, systems, methods, programs and procedures with regard to:
    - Development and implementation of schedules governing trials, pre-trials, motion calendars, as well as other pleading and hearings. In some districts this may include equitable allocation among the judges of civil, special and criminal cases, motions, monitions and other special and routine pleadings allocating such upon the basis of complexity of factors involved, types of cases concerned, estimated duration of the case and other factors having a bearing upon case assignment.
    - Receipt, handling, preparation, maintenance, storage and control of all

official and quasi-official records and materials received-in, created by or processed through the Office of the Clerk of Court.

- Release, certification or authentication of copies or originals of all official records of the Court and Office of the Clerk of Court. This involves such internal administrative records as time, leave, payroll, travel, per diem and other fiscal records relating to the operation of the district.

- Improvement of general working conditions, including programs for the phased-out modernization of equipment, furniture and physical layout and arrangement best suited to meet the current and projected requirements.

- Selection and call of jury with particular attention to maximum utilization of jurors.

- Supervises the reporting and accounting of all money received in and processed through the office, including filing, fees, fines and restitution payments, deposits in land condemnation and personal injury actions, deposits for costs, cash bonds, naturalization fees, etc. Provides for banking institutions to meet depository requirements of all funds not required by law to be transferred to the Treasury or other agencies.

- 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;

- Advises attorneys on procedural matters related to the filing of pleadings, monitions, motions, writs, interaction of both a usual and unusual nature or form. Conducts hearings and prepares decisions with regard to the taxation of costs.

- Reviews and analyzes organizational structure, reporting relationships and functional assignment, striving to meet current and future organizational needs. Provides methods and systems for maintaining time an attendance records, per diem reimbursements, and other matters affecting the compensation of personnel in the court system.

- 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 declarations filed, and other reports required to reflect the workload of the Court and the Office of the Clerk of Court.

- Provides for or performs quasi-judicial duties with regard to entering default judgments and litigants in default; taxation of costs; enter reference orders, as appropriate.

- Establishes and adjusts long range schedules, priorities and deadlines for completion of work assignments and coordinates work schedules among subordinate units.

- Assigns and explains work requirements to subordinate levels of supervision for new or changed programs, functions, goals and processes.

- Selects or recommends the selection of subordinate supervisors.

- Establishes operating guidelines to implement procedures, methods and other work related changes.
- Studies continuing problems in the quantity and quality of work and takes or recommends necessary corrective actions.

- Recommends personnel action concerning subordinate supervisors and evaluates their performance.

- Performs other duties, as assigned.

Qualifications

A bachelor's degree from an accredited college or university is required. A post graduate degree in law, business, public or court administration is desired and may be substituted for part of the required experience. Applicants must have three years of general and three years of specialized experience, one year of the required specialized experience must have been at, or equivalent to, the lower grade in federal service. Prior administrative or professional level experience in a federal court is preferred.

General experience is defined as progressively responsible administrative, professional, investigative, technical or other responsible work which provided an opportunity to gain (a) general knowledge of management practices and administrative processes, (b) skill in dealing with others in person-to-person work relationships and c) the ability to exercise mature judgment.

Specialized experience is defined as progressively responsible experience in administrative, supervisory, managerial, or professional work, which provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies and theories of management.

Information for Applicants

Employees of the U.S. District Court are "at-will" employees in the excepted service, generally not subject to the statutory and regulatory provisions that govern employees of the executive branch competitive service; as such, they may be terminated at anytime. They are, however, entitled to benefits similar to those provided to executive branch employees, including paid vacation, sick leave and federal holidays, coverage in the

FERS retirement systems which includes Social Security and Thrift Savings Plan contributions, FEHB group health insurance and FEGLI group life insurance. Supplemental benefit programs for judiciary employees include FEGLTD disability insurance, CNA long term care insurance, a commuter benefit program and flexible benefit program.

This position is subject to mandatory Electronic Fund Transfer participation for payment of net pay. The Court requires employees to adhere to a Code of Conduct that is available upon request. Relocation expenses of selectee will not be paid. A background investigation will be conducted prior to appointment.

Application Procedure

Only the most qualified applicants will be interviewed. The Court may provide travel expenses for the top 2 or 3 interviewees. Mail an **original and four copies** of (1) letter of interest; (2) detailed resume with complete dates (month/day/year) of education, work history, salary history and any special qualifications; and (3) a list of work-related references to:

U.S. District Court
Attn: Pridgen J. Watkins, Clerk of Court, Selection Committee for Chief Deputy Clerk
101 1st St. S.E. Room 313
Cedar Rapids, Iowa 52401

Due to the anticipated volume of applications, the court will only communicate with those individuals invited for interviews.

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