



**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF IOWA
111 SEVENTH AVENUE SE, BOX 21
CEDAR RAPIDS, IOWA 52401**

NOTICE OF CAREER OPPORTUNITY

Position Title: Clerk of Court

Vacancy Announcement: 21-01 Anticipated Start Date of April 1, 2022

Position Location: Cedar Rapids, Iowa

Salary Range: JSP-16 – JSP-17 (\$150,212 - \$183,300) Depending on Qualifications

Application Period: August 17, 2021 – September 17, 2021

Position Summary:

The United States District Court for the Northern District of Iowa seeks a dedicated and experienced leader to serve as Clerk of Court. The Clerk of Court serves as the Chief Administrative Officer of the Court, supporting the judges of the district by leading the administrative and operational functions of the Clerk's Office. Specifically, the Clerk of Court oversees the Clerk's Office staff, manages the operating budget, bears personal liability for losses of appropriated or non-appropriated funds or court property, and oversees the performance of the statutory duties of the office. The Clerk also assists in resolving complex and sensitive issues having significant impact on the day-to-day functioning of the Court. The Clerk of Court is appointed by and serves the judges of the Court and functions under the direction of the Chief District Judge. The Clerk of Court interacts regularly with district and magistrate judges, clerk's office staff, other court unit executives, federal, state, and local law enforcement agencies, the Circuit Executive, the Administrative Office of the U.S. Courts, the Federal Judicial Center, bar associations, and the media. Occasional travel and public speaking are required.

Position Duties:

- Manages the administrative activities of the clerk's office and oversees the performance of the statutory duties of the office.
- Consults with and makes recommendations to the judges regarding court policies and procedures.
- Analyzes and implements statutes, rules and procedures affecting the operations of the Court.
- Oversees the development and execution of the court budget; implements long- and short- term budget plans.
- Serves as a liaison to the Administrative Office of the U.S. Courts, the Eighth Circuit, the General Services Administration, and other agencies on a variety of matters necessary to court activities such as information technology, security, case management, and space planning.
- Is the certifying financial officer for the Court and directs the Court's financial services functions, including purchasing, disbursement, and accounting for all monies received by the Court.
- Manages staff responsible for information technology planning and implementation, including the court's case management and electronic case filing system.
- Directs staff responsible for the processing and maintenance of official records and court calendar management.

- Provides executive level support and oversight of space and facilities matters and property management.
- Reviews and analyzes the organizational structure of the clerk's office, oversees hiring processes, appoints personnel, establishes human resources policies in conformance with The Guide to Judiciary Policy, and oversees performance management.
- Oversees the design and coordination of training programs. Supports employee, team and organizational learning and development to assure continued optimum functioning in a changing environment.
- Supervises the preparation of statistical reports and conducts special studies as needed.

Qualifications:

- To be qualified for appointment to the position of Clerk of Court, candidates must possess a minimum of 10 years of progressively responsible administrative experience in public service or private industry and a thorough understanding of the organizational, procedural, and human aspects of managing an organization. At least three of the ten years must include substantial management responsibility at an executive level. Such experience typically includes financial and budget management, space and facilities management, human resources management, oversight of information technology, and long and short-range planning. Operational knowledge of the courts is desirable.
- Education in a college or university of recognized standing is required. A graduate degree in public administration, business administration, court administration or law is desirable.
- Candidates must demonstrate the degree of leadership and interpersonal skills necessary to successfully manage a complex organization. Candidates must have the ability to: (1) lead with vision; (2) articulate priorities and manage effectively; (3) sustain a high level of organizational excellence through delegation and a fair system of accountability; (4) develop and execute strategic plans; (5) foster strong and effective working relationships; (6) integrate current and future technologies; (7) analyze data; and (8) communicate effectively.
- Experience in the federal judiciary is preferred; particularly, operational knowledge of the courts and electronic filing as well as a working knowledge of the Guide to Judiciary Policy, Federal Rules, and the Court's Local Rules.

Benefits:

This position is covered by the Judicial Salary Plan and is entitled to benefits that include participation in the Federal Employees' Retirement System, Social Security, Thrift Savings Plan, health and life insurance benefits, flexible benefits program, and long-term care options, annual and sick leave accrual, and 11 paid holidays per year. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of net pay. Employees of the Judiciary are "at will" employees and are not covered by the Office of Personnel Management's civil service classification system or regulations. For additional information on employment with the Judiciary, please visit www.uscourts.gov.

Conditions of Employment

Applicants must be United States citizens or eligible to work in the United States. Employees are required to use Electronic Fund transfer for payroll deposit of net pay. Applicants will be required to submit to a background investigation (including references, criminal history, and credit history) prior to an offer of employment being made. The person selected for this position will also be required to submit fingerprints for an FBI background check. The clerk of court position is an *Executive High-Sensitive Position* within the federal judiciary. Employment will therefore be considered provisional pending the successful completion of a full-field Office of Personnel Management background

investigation. The incumbent will be subject to updated background investigations every five years. All employees are required to adhere to the "Code of Conduct for Judicial Employees" which is available for review upon request.

How to Apply:

Qualified persons may submit:

- a letter of application
- current resumé
- completed Application for Judicial Branch Employment, form AO-78 (available at <http://www.uscourts.gov/forms/AO078.pdf>)
- contact information for three (3) professional references

Application material may be submitted via e-mail to applications@iand.uscourts.gov as a single PDF attachment

OR

by sending three (3) copies of all application materials to the following address:

U.S. District Court
Northern District of Iowa
Attn: Chief Judge Leonard Strand
320 6th Street
Sioux City, IA 51101

Applications will be given consideration commencing August 17, 2021 until the position is filled. A court selection committee will screen applications and will invite a selected group for personal interviews. The final selection will be made by the judges of the court. Travel expenses will be authorized for applicants who are invited to the Northern District of Iowa to interview for this position. Approved travel expenses will be reimbursed in accordance with Judiciary travel regulations as set forth in the Guide to Judiciary Policy, Vol. 19, Ch.4. <https://www.uscourts.gov/rules-policies/judiciary-policies/judiciary-staff-travel-regulations>

The court reserves the right to modify the conditions of this job announcement.

The United States District Court is an equal opportunity employer and values diversity and inclusion