



UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF LOUISIANA

NOTICE OF CAREER OPPORTUNITY
NO. 13-003

Position Title: CHIEF DEPUTY CLERK

Salary Range: \$113,735 - \$165,300

Position Location: New Orleans, Louisiana

Opening Date: APRIL 15, 2013

Closing Date: UNTIL FILLED
APPLICATION DEADLINE 5:00 PM, JUNE 14, 2013

Position Overview:

The Chief Deputy Clerk reports directly to the Clerk of Court. The Chief Deputy will assist the Clerk in the administrative and management functions of the court delegated to the clerk.

Duties may include assisting with:

- Day-to-day administration and supervision of the Clerk's Office
- Hiring and assigning personnel including designing and managing training programs
- Directing staff responsible for processing civil and criminal cases and for records management
- Preparing and managing the annual budget
- Working with various government agencies and others on a variety of matters necessary to court administration
- Directing the information technology operation of the court
- Directing the court's financial service function including the accounting functions and procurement
- Managing the jury operations of the court
- Project Management
- COOP planning and oversight

This position is available July 1, 2013

Qualifications:

To qualify, candidates must have a bachelor's degree in a related field from an accredited college or university. A Juris Doctor (J.D.) degree, master's degree or relevant post graduate certification, may be substituted for two (2) years of general professional experience required below.

Candidates must have a minimum of six (6) years of progressively responsible administrative

experience in public service or the private sector which provides a thorough understanding of organizational, procedural and human aspects of managing an organization. At least three (3) of the six years experience must have been in a position of substantial management responsibility.

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.

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.

Prospective candidates who have a performance history that demonstrates proven skills in managing limited resources, prioritizing and problem solving, and who have strong organizational and written and verbal skills are preferred. Excellent academic records, experience in a court environment, a law degree, experience in the practice of law, excellent knowledge of the Civil and Criminal Code, and knowledge of the operation of electronic records systems are also preferred.

Benefits:

Employees of the U.S. District Court are not included in the Federal Government's Civil Service classification. They are, however, entitled to benefits similar to other federal employees which include:

- 10 paid holidays
- 13 days paid vacation for the first three years
- 20 days paid vacation after three years
- 26 days paid vacation after fifteen years
- Choice of medical coverage from a wide variety of plans (requires employee contribution)
- Group Life Insurance options
- Eligible for long-term disability plan options
- Participation in the Federal Employees Retirement System
- Thrift Savings Plan (tax deferred retirement savings)
- CNA Long Term Care Program options
- Flexible Benefits Program options

Information for Applicants:

Employees of the U.S. District Court are "at-will" employees. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Interview expenses will not be provided or reimbursed.

As a condition of employment, the selected candidate must successfully complete a full background investigation, and every five years thereafter, may be subject to an updated investigation similar to the initial one.

How to Apply:

Qualified persons may submit:

- a letter of application
- current resume'
- 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 HRAdmin@laed.uscourts.gov

OR

to the following address:

U.S. District Court
Eastern District of Louisiana
Attn: Human Resources
500 Poydras Street, Room C-151
New Orleans, LA 70130

The United States District Court is an EQUAL OPPORTUNITY EMPLOYER.