



CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT Southern District of Mississippi

POSITION

CLERK OF COURT

LOCATION

Jackson, Mississippi

SALARY/TARGET

JSP 16/17 -- \$133,389 - \$165,300

POSITION AVAILABLE

January 13, 2014

Prior to the official start date, the selected candidate will be employed as the "interim clerk" for a limited period, with the current Clerk of Court, in order to familiarize him/herself with court staff and operations.

APPLICATION

CLOSING DATE

Applications will be received through July 22, 2013.

ANNOUNCEMENT

MSSD 2013-1

POSITION OVERVIEW

The U. S. District Court for the Southern District of Mississippi is seeking a senior level executive with expertise as an administrator to serve as the Clerk of Court. The Clerk of Court is appointed by the Court's Board of Judges and has overall management authority and responsibility for the non-judicial components of the court. As the Court's chief administrative officer, the Clerk works closely with the Chief Judge in assuring that the administrative and operational needs of the Court are effectively and efficiently met. The Clerk is responsible for providing administrative support services in the areas of human resources, systems technology, space and facilities, records management, civil and criminal case load management, budget and court staff management. The Clerk serves as the Court's liaison and works cooperatively with federal and local government agencies, bar groups, media representatives and the public. The Clerk serves at the pleasure of the Court and is responsible for performing the statutory duties of the office of the Clerk pursuant to 28 U.S.C. §751. The position becomes available on January 13, 2014.

Qualifications:

This position requires a bachelor's degree in business, court administration or other related field from an accredited college or university, and a related graduate degree is preferred. A minimum of ten (10) years of progressively responsible administrative experience in public service, law or business, which provides a thorough understanding of organizational, procedural, and human resource aspects in managing an organization, is also required. At least three (3) years of experience must have been in a position of substantial management responsibility. Preference will be given to candidates who have an operational knowledge of the courts and experience in financial management, space and facilities management, human resources management, oversight of information technology and responsibility for long and short range planning. Active practice of law in the public or private sector may substitute for the management or administrative experience requirement. Education experience may substitute for general experience.

Salary and Benefits:

The Clerk of Court compensation classification is a level JSP 16-17 (\$133,735 to \$165,300), depending on experience and qualifications. Federal benefits such as paid leave, retirement, health insurance and life insurance are provided.

Security Requirements:

The office of Clerk of Court is defined as a "High-Sensitive" position and the selected candidate must successfully complete an FBI background investigation.

How to apply:

Qualified persons are invited to submit a cover letter discussing the applicant's interest in the position and a comprehensive resume of qualifications, education and employment experience. Also required is a completed Application for Judicial Branch Federal Employment (Form AO 78) – available at www.uscourts.gov . A detailed position announcement may be obtained on the court's website, www.mssd.uscourts.gov .