



UNITED STATES DISTRICT COURT DISTRICT OF MARYLAND

POSITION: Chief Deputy Clerk (Type II)
SALARY: JSP 16 (\$150,215 - \$170,400)
Based Upon Qualifications

OPENING DATE: December 1, 2016
CLOSING DATE: December 21, 2016*
DUTY STATION: Baltimore, Maryland
(with regular travel to other court locations)

Representative Duties:

The incumbent works alongside another Chief Deputy (Type II) and reports to the Clerk of Court. The Chief Deputy serves as the second in command and "alter ego" for the Clerk of Court and assumes the duties of the Clerk in her absence, and has primary responsibility for operations in both the Baltimore and Greenbelt divisions. The position will require regular travel to Greenbelt.

Primary responsibilities include, but are not limited to, assisting the Clerk in: providing leadership, management, and supervision of the Clerk's Office; overseeing the business of the court, including the processing of cases, statistical reporting, case management, and serving as the custodian of official court records; formulating, implementing, monitoring, and modifying organizational policy and court rules, which involves collaboration with judges and other court personnel; interpreting and applying the appropriate statutes, rules, and operating procedures; participating and collaborating in the establishment and development of court-wide policies; developing and executing strategic and long-range plans of the Clerk's Office and court; analyzing the overall flow of cases within the court to ensure efficiency; developing, implementing, and enforcing policies and practices to secure staff and physical assets of the court unit; emergency preparedness and disaster recovery activities; space and facilities needs for the court unit; media and public relations for the court; acquiring additional resources for the court and coordinating resource sharing with other court units; monitoring the budget and financial plan; coordinating and providing subject matter expertise for judicial committees and Judges' meetings; and, interacting with the Administrative Office, Federal Judicial Center, other federal courts, the bar, government agencies, and the public to resolve complex issues of practice and procedure.

Qualifications:

The successful candidate must be a college graduate and have six years of progressively responsible administrative, technical, supervisory and/or managerial experience that provided an opportunity to gain strong human relations skills, the ability to exercise sound judgment, and a thorough knowledge of the basic concepts, principles, and theories of human resource and organizational management. Each candidate must also have a performance history that demonstrates strong organizational, prioritizing, and problem-solving skills, and solid oral and written communication skills.

Competitive Factors:

A Juris Doctorate degree; a thorough understanding of the operational processes in a state or federal court environment; solid knowledge and/or experience in the use of office automation systems; analytical skills; and a proactive management style.

Benefits:

Employees of the U.S. District Court are entitled to benefits, which include participation in the Federal Employees Retirement System, choice of a health benefit plan from several options, dental, life insurance, long term disability, long term care, annual/sick leave, federal holidays, and periodic salary increases. This position is subject to mandatory Electronic Funds Transfer for payment of net pay.

How to Apply:

Submit a resume, a cover letter stating the reason for your interest in the position and salary requirements as a single PDF document, and a completed [AO-78 Application for Federal Employment](#) to: jobs@mdd.uscourts.gov

***To ensure consideration, all information must be received no later than 5:00 pm on December 21, 2016.**

All applications will be reviewed to identify the best qualified candidates. Due to the volume of applications received, the Court will only communicate with those individuals invited for an interview. *The United States District Court is an Equal Opportunity Employer. Applicants must be U. S. citizens or eligible to work in the United States. Successful candidate for this position is subject to a full fingerprint and background records check, and a one-year probationary period.*