



**Position:** Division Manager

**Posting Period:** December 12 - December 30, 2016

**Salary:** CL 28 (\$56,797 to \$92,336) depending on qualifications  
Possible promotion to a CL 29 without further competition

**Status:** Full Time

**Location:** Federal Courthouse, Fort Wayne, Indiana

**Introduction:**

The United States District Court for the Northern District of Indiana is seeking qualified applicants for the position of Division Manager in the Fort Wayne Division, reporting to the Chief Deputy Clerk. The incumbent serves as the first line supervisor responsible for managing the effective operation of the Fort Wayne Division which will include supervising multiple areas of court operations, including: case administration, records/mail management, courtroom support, judicial support, staff development, and customer service. The Division Manager is responsible for overseeing and developing divisional office staff and ensuring compliance with appropriate guidelines, policies, and internal controls.

**Representative Duties:**

- Supervise employees involved in operations activities, including assigning and reviewing work, evaluating performance, and recommending disciplinary actions. Assist in developing work standards. Supervise, delegate, and prioritize workload. Assign work and monitor workload distribution to ensure critical time standards are met. Implement procedures and conduct staff meetings. Oversee office functions, identify issues, and resolve disputes. Maintain accurate documentation, statistics, and employee records. Train staff on policies, procedures, and internal controls. Make recommendations regarding employee appointments, promotions, and separations.
- Oversee all functional components of the divisional Clerk's Office, including intake, docketing, records, appeals, and chambers support.
- Oversee receipt and review of incoming documents for conformity with federal and local rules. Monitor daily case data processing and data quality assurance activities, including case opening and closing. Arrange for or provide CM/ECF employee training. Assist attorneys and their staff with electronic case and document filing. Oversee records and mail management activities.
- Coordinate with the court's financial administrator regarding maintenance, supervision, and accountability for all on-site financial functions, including supervision of cashiers, reconciliation, and bank deposit functions, control of vault access and contents, custodial responsibility for divisional office financial records, supervision of the issuance of receipt stock, the review of mail logs, and the submission of juror attendance records.
- Develop, implement, and monitor operational, administrative, and managerial procedures and practices. Monitor and oversee records maintenance, storage, and control, release and certification of official records, management of physical resources, and space layout. Supervise jury and juror processing, procedures, and administration. Monitor compliance with standards and internal control procedures.
- Assist the Clerk and Chief Deputy in defining and creating long- and short-term goals regarding the efficient functioning of the divisional office and implementing and monitoring strategic plans for the accomplishment of goals.
- Implement and monitor CM/ECF procedures, including automated case assignment, docketing, and calendaring.
- Prepare purchase requests for general office supplies.
- Coordinate the work of the divisional office with other governmental agencies, court units, the Bar and the public.
- Work closely with other court management in the coordination of courtroom deputies, court reporters, and case management clerks to ensure appropriate coverage.

	<ul style="list-style-type: none"> <li>• Communicate and respond to management requests regarding operations. Answer procedural questions for judges, staff, and the public. Provide customer service and resolve difficulties while complying with regulations, rules, and procedures. Abide by the Code of Conduct for Judicial Employees and court confidentiality requirements. Demonstrate sound ethics and good judgment at all times. Handle confidential and sensitive information appropriately.</li> </ul>
Qualifications/ Skills:	<p>A bachelor or associates degree from an accredited college or university, preferably in business administration, public administration or related field, is preferred. Four years of progressively responsible court operations or related experience strongly preferred. Previous supervisory experience required, with a performance history that demonstrates proven skills in management practices, administrative processes, and court functions. Strong organizational and leadership skills and the ability to exercise mature judgment, problem solving, and conflict resolution. Thorough knowledge of all applicable procedural rules including the Federal Rules of Civil and Criminal Procedures. Knowledge of and ability to comply with the <i>Code of Conduct for Judicial Employees</i> and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment. Ability to lead a team of employees in the implementation of new ideas and better work procedures; demonstrated skill in maximizing employee performance. Skill in identifying, understanding, and responding to customer needs. Superior ability to communicate accurately and effectively, both orally and in writing, within and outside the court unit. Ability to work collaboratively with personnel from other divisions to promote teamwork and camaraderie. Experience in supervising a variety of positions within an office environment. Effective computer skills and knowledge of computer processes and capabilities.</p>
Conditions of Employment:	<p>This position is classified as a sensitive position, therefore, the successful applicant will be required to submit to a background clearance, which will include a fingerprint check. Applicants must be United States citizens or eligible to work in the United States. All application information is subject to verification. Employees of the United States District Court are excepted service appointments (“at will” and can be terminated with or without cause by the court). This position is subject to mandatory electronic fund transfer participation for payment of net pay.</p>
Benefits:	<p>Judiciary employees serve under excepted appointments, not civil service, but are entitled to the same benefits as other federal government employees. Some of these benefits include paid vacation and sick leave, paid holidays, and retirement benefits. Optional benefits include health and life insurance, disability and long-term care insurance, dental and vision insurance, and a tax-deferred savings plan. Time-in-service credit is available to employees of other federal agencies, as well as for those with prior military service, for determining leave accrual and retirement benefits.</p>
Application Process:	<p>Qualified applicants are invited to submit a cover letter, detailed resume, college transcripts, and an Application for Judicial Branch Employment (available at <a href="http://www.innd.uscourts.gov/employment-opportunities">www.innd.uscourts.gov/employment-opportunities</a>). All materials should be sent in one pdf document to <a href="mailto:humanresources@innd.uscourts.gov">humanresources@innd.uscourts.gov</a>. Resume packets must be received by December 30, 2016 for consideration. Only applicants selected for an interview will be notified.</p>

The United States District Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, and/or fill the position earlier than the closing date. Any such actions may occur without prior written or other notice. Participation in the interview process will be at the applicant’s own expense. The court will not pay for relocation expenses.

*The United States District Court is an Equal Opportunity Employer*