

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF ILLINOIS



POSITION: Deputy in Charge (available February 2017)
VACANCY NUMBER: 2016-22
LOCATION: Benton, Illinois
SALARY RANGE: CL 27 (\$47,390) to CL 29 (\$109,801), depending on qualifications*
DATE POSTED: December 20, 2016
CLOSING DATE: January 10, 2017, at 4:00 pm

* Position is promotion eligible without further competition

POSITION SUMMARY

The United States District Court for the Southern District of Illinois is seeking a full-time permanent Deputy in Charge for the Benton clerk's office. The Deputy in Charge performs a full range of high level functions, including supervisory responsibilities related to court operations in the Benton courthouse. Incumbent serves as the highest ranking on-site employee of the clerk's office and is a first-line supervisor over multiple areas of court operations, including case administration, jury administration, records/mail management, financial administration, courtroom support, and judicial support. This position reports to the Chief Deputy Clerk.

SUMMARY OF REPRESENTATIVE DUTIES AND RESPONSIBILITIES

Supervises employees involved in the daily operational activities of the Benton clerk's office, including conducting performance evaluations. Structures and assigns the workload to effectively and efficiently utilize staff. Oversees all aspects of case management through the electronic case management system in compliance with federal and local rules. Maintains custodial responsibility for all financial records in the Benton courthouse and performs various financial functions. Analyzes and interprets legislation, Administrative Office directives, court rules, and judicial orders. Develops, implements, and monitors operational, administrative, and managerial procedures, practices, systems, and techniques. Ensures adherence to administrative and internal control procedures, and maintains accurate documentation, statistics, and employee records. As an active participant of the management team, recommends proposed changes to enhance the overall capability and productivity of the court unit, and creates and defines long and short term goals regarding the efficient functioning of the Benton clerk's office.

QUALIFICATION STANDARDS

To qualify for each classification level, applicant must possess specialized experience. Specialized experience includes progressively responsible administrative, technical, professional, supervisory, or managerial experience that provided an opportunity to gain (a) skill in developing the interpersonal work relationships needed to lead a team of employees; (b) the ability to

exercise mature judgment; (c) knowledge of the basic concepts, principles, and theories of management; and (d) the ability to understand the managerial policies applicable to the district court. Applicant must meet the qualification standards applicable to positions for the highest level of work effectively supervised and have at least one year of experience at or equivalent to a CL 26. Court experience, leadership and management qualities, and excellent verbal and written communications skills are required. Education may not be substituted for specialized experience.

COURT PREFERRED SKILLS

Experience in the federal judicial system. Proficiency in the use of CM/ECF, including electronic filing of pleadings and producing and analyzing reports.

BENEFITS

Judiciary employees serve under excepted appointments (not civil service). Excepted appointments are at will and can be terminated with or without cause. Federal benefits include paid vacation and sick leave, paid holidays, and retirement benefits. Optional benefits include health, life, and long-term care insurance, flexible spending accounts for health and dependent care, dental and vision insurance, and a tax-deferred savings plan. This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay.

BACKGROUND INVESTIGATION REQUIREMENTS

As a condition of employment, the selectee considered for this position is required to undergo an FBI ten year background investigation with periodic updates every five years. The selectee may be appointed provisionally, and retention will depend upon a favorable suitability determination of the background check.

PROCEDURES FOR APPLYING

Application packets should include the following:

- Cover letter;
- Résumé;
- AO 78 Application for Judicial Branch Federal Employment (located on the court's website at www.ilsd.uscourts.gov); and
- Names, addresses, and telephone numbers of three professional references.

Application packets should be sent to:

United States District Court / Southern District of Illinois
ATTN: Human Resources Administrator--Confidential, #2016-22
750 Missouri Avenue
East St. Louis, Illinois 62201-2954

Applications must be received by 4:00 p.m. on the closing date. Do **not** email or fax application materials. Incomplete and late application materials will not be considered.

Applicants must be United States citizens or eligible to work in the United States. Selection will be made consistent with the provisions of the Equal Opportunity Plan adopted by the United States District Court for the Southern District of Illinois. Applicants selected for interviews must travel at their own expense. Relocation expenses will not be reimbursed.

The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, any of which may occur without prior written or other notice. If a similar position within the District Court opens within 30 days of the closing date of this announcement, applicants under this announcement will be considered without further advertisement and competition. Employees are required to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request.

Court's Mission

Our mission is to resolve judicial matters fairly and justly in a manner that will uphold and defend the Constitution of the United States. We are committed to doing so through communication and education in order to ensure respect for the Court. We work to resolve disputes in a timely and efficient manner to promote the public's confidence and trust in the Judiciary of the United States and to protect individual rights and liberties through law.

Clerk's Office's Mission

The mission of the Clerk's Office is to provide administrative and case management support to the district court, members of the bar, the public, and all government agencies in a professional, timely, and efficient manner. Through teamwork, we perform our duties with courtesy, respect, equality, and fairness, thereby promoting public trust and confidence in the judicial system. Success is linked to commitment, and we are committed to excellence.

THE UNITED STATES DISTRICT COURT FOR THE SOUTHERN DISTRICT OF ILLINOIS IS AN EQUAL OPPORTUNITY EMPLOYER.