
**CAREER OPPORTUNITY
U.S. DISTRICT COURT, WESTERN DISTRICT OF TENNESSEE**

ANNOUNCEMENT NO: 22-02

DATE August 12, 2022

NO. OF VACANCIES: ONE (FULL TIME)

POSITION TITLE: Deputy In Charge

SALARY: CL29 \$75,493- \$122,693

Submit Applications, Resume' and cover letter to: tnwdjobs@tnwd.uscourts.gov

CLOSING DATE: August 31, 2022

***** **NOTICE OF VACANCY*******

DUTY STATION: This position is assigned to the United States Courthouse located in Jackson, Tennessee. Travel to the Memphis, TN divisional office may be required.

POSITION OVERVIEW: The Deputy in Charge performs supervisory work related to the full range of court operations activities at the divisional office. The 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, judicial support, etc. The Deputy in Charge primarily directs staff and ensures compliance with the appropriate guidelines, policies, and internal controls

REPRESENTATIVE DUTIES:

- Supervise employees involved in operational activities, including assigning and reviewing work, evaluating performance, and recommending disciplinary actions. Develop and conduct employee performance evaluations. Assist in developing work standards. Supervise, delegate, and prioritize workload. Implement staff 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, jury, finance, 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, practices, systems, and techniques, including those governing trial schedules. 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.
- Advise attorneys on procedural matters related to the filing of pleadings and execute and supervise the execution of quasi-judicial duties such as the entry of default judgments.
- Implement and monitor CM/ECF procedures, including automated case assignment, docketing, and calendaring. Coordinate activities with the chief deputy clerk, operations administrators, computer services, and data quality analysts to ensure systems training and quality control of all automated entries.
- Participate in budget preparation. Verify specific needs and costs and recommend changes and adjustments. Conduct periodic budget reviews for the office.

- Coordinate the work of the divisional office with other governmental agencies, court units, the Bar and the public.
- Compile, reconcile, and report statistical information on a regular basis both online and via reports, and coordinate data reporting with the court's statistical analyst.
- Work closely with other court management in the coordination of courtroom deputies, magistrate judge clerks, and case management clerks to ensure appropriate coverage.
- 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. Always demonstrate sound ethics and good judgment. Handle confidential and sensitive information appropriately.

COMPETENCIES (KNOWLEDGE, SKILLS AND ABILITIES)

- Demonstrate knowledge of federal and local rules and court operational procedures. Exhibit knowledge of statistical reporting requirements. Understand all aspects of case administration processes. Display knowledge of process redesign and exhibit skill in evaluating and implementing potential process improvements. Display skill in leading a team of employees in implementing new ideas and better work procedures.
- Display knowledge of local and Administrative Office financial, budget, and audit procedures. Demonstrate knowledge of financial reporting, procurement processes, records management, and financial transactions as applicable to a divisional office. Exhibit knowledge of Chapter 13, Finance and Budget, of the *Guide to Judiciary Policy*. Display knowledge of procurement processes and procedures as they relate to the federal judiciary.
- Demonstrate knowledge of national and local jury statutes, policies, and procedures. Display the ability to be flexible and adapt to unanticipated needs and problems of potential jurors. Exhibit knowledge and understanding of courtroom proceedings and applicable requirements, including time requirements. Display an understanding how cases are assigned and proceed through the court system. Demonstrate knowledge of implications of judge's orders and decisions. Display knowledge of judge's preferences.
- Display knowledge of the *Internal Controls Handbook for the Federal Courts* and the [Management Oversight and Stewardship Handbook](#). Demonstrate good knowledge of and experience with Administrative Office audit policies, procedures, and standards and knowledge of audit principles. Display an understanding of process redesign and skill in evaluating and implementing potential process improvements.
- Display the ability to effectively represent the divisional office among work groups and between the court and external organizations. Demonstrate proficiency in problem solving, trouble shooting, and identifying alternative solutions. Display the ability to make timely and effective decisions.
- Apply knowledge of supervisory and employee management principles. Display performance management skills through assessing and documenting employees' performance against established goals and objectives within a specific rating period. Display an understanding of applicable employee rights, protections, and avenues of appeal. Use mediation and problem-solving skills when managing conflicts in the workplace.
- Demonstrate skill in the use of automated equipment, including word processing and spreadsheet applications, requisite court computer programs, automated case management, financial, records management, jury, and records management systems and other related databases and applications.

Minimum Qualifications: Applicants must possess three years of progressively responsible administrative, technical, and professional experience that provided knowledge of the basic concepts, principles and understanding of supervisory policies applicable the U.S. Courts. At least two of the three years must have been in a supervisory capacity.

CONDITIONS OF EMPLOYMENT:

Must be a U.S. citizen or eligible to work in the United States. Judiciary employees serve under excepted appointments, are considered "at will" appointments, and can be terminated with or without cause by the Court. Employees are hired provisionally pending results of a criminal background check and fingerprinting and are subject to a probation period. This position is subject to mandatory electronic funds transfer (direct deposit) for

payment of salary. The U.S. Courts require employees to adhere to the Code of Conduct for Judiciary Employees, which is available to applicants for review at the court's web site at:

<http://www.uscourts.gov/RulesAndPolicies/CodesOfConduct.aspx>

BENEFITS:

Employees of the U.S. District Court are not classified under Civil Service but are entitled to many of the same benefits. These benefits include participation in the retirement system, health and life insurance programs, optional participation in Thrift Savings Plan, optional disability plan, optional long term care insurance, optional flexible spending accounts for health and dependent care reimbursement, optional commuter benefits plan, paid holidays, leave accrual, and periodic salary increases.

APPLICATION INSTRUCTIONS:

Qualified persons must email resume', cover letter and judiciary application (available on the court's website) to: tnwdjobs@tnwd.uscourts.gov. The subject line must contain: **Deputy In Charge**, Job announcement 22-02. Additional information about the U.S. District Court is available on the court's website at:

<http://www.tnwd.uscourts.gov/employment-opportunities.php>

The Court is not authorized to reimburse candidates for travel or relocation expenses. The Federal Building is a non-smoking facility.

The U.S. District Court is an Equal Opportunity Employer