



- Developing, implementing, and perfecting administrative and managerial techniques, systems, methods, programs, and procedures.
- Assisting with the development and oversight of the Court's budget, to include the creation and implementation of long-term and short-term budget plans;
- Supervising and being responsible for reporting and accounting of all money received and processed through the Clerk's office, including adapting, and installing new or improved methods, systems, and procedures for assuring the accuracy of accounts and for facilitating the receipt, deposit, and disbursement of monies processed;
- Providing executive level support for development and implementation of information technology projects and oversight of space and facilities matters;
- Reviewing and analyzing organizational structure, functional assignments, and duties to prepare for current and future organizational needs and shifts;
- Establishing and adjusting long-range schedules, priorities, and deadlines for completion of work assignments, and coordinating project design and implementation with other court units as needed;
- Establishing proactive relationships with the bar, other court units, Administrative Office of the U.S. Courts committees, and governmental agencies to facilitate and improve the delivery of court services;
- Assigning, explaining, and overseeing work of supervisors and administrative staff for all programs, functions, goals, and processes;
- Performing personnel related duties including, but not limited to, hiring, or recommending the selection of individuals for hiring, performance management, and personnel actions;
- Overseeing methods and systems for maintaining time and attendance records, per diem reimbursements, and other matters affecting the compensation of court personnel;
- Consulting with and making recommendations to the judges regarding court policies and procedures;
- Directing staff responsible for the processing of civil and criminal cases, the issuance of process, and the maintenance of official records in the custody of the Court;
- Managing jury operations of the Court and making recommendations needed to improve juror utilization;
- Managing staff responsible for automation and information technology services, statistical analysis and reporting requirements, inventory control, and human resources management;
- Performing other duties, as assigned.

### **MINIMUM QUALIFICATIONS**

- A minimum of 10 years of progressively responsible experience in an administrative, professional, or technical position that required thorough knowledge of the concepts, principles, and theories of organization and human resources management. At least three of the 10 years of experience must have been in a position of substantial management responsibility. Substantial management experience is high-level administrative experience that provided a thorough understanding of the organizational, procedural, and human aspects of managing an organization. Such experience should include operational knowledge of the courts, financial management, space and facilities management, oversight of the information technology and human resources functions, and long and short-range planning. An attorney who is in the active practice of law in either the public or private sector may substitute said active practice on a year-for-year basis for the management or administrative experience requirement, if the nature of that practice provides evidence that the applicant has adequate relevant experience.
- Candidates should have excellent judgment, solid organizational and problem-solving experience, and outstanding oral and written communication skills.
- The successful candidate should be highly innovative and a leader who is able to clearly describe his or her demonstrative leadership style, vision, and values.
- The candidate should have the ability to adapt to and lead changes in requirements and direction received from the Court.

- The candidate should have strong presentation skills and the ability to effectively and collaboratively interface and work with judicial officers.
- The candidate should have experience in promoting a culture of high performance and continuous improvement.

### **EDUCATIONAL EQUIVALENTS**

**Undergraduate** - Education in a college or university of recognized standing may be substituted for a maximum of 3 years of the required general experience on the basis of one academic year of education equals 9 months of experience. A bachelor's degree from a college or university of recognized standing may be substituted for 3 years of the required general experience. The degree should preferably include courses in law, government, public, business, or judicial administration, criminal justice, or related fields.

**Postgraduate and Legal** - A postgraduate degree in public, business, or judicial administration from such a college or university may be substituted for one additional year of the required general experience. A degree from an accredited law school may be considered as qualifying for two additional years of the required general experience.

### **PREFERRED (BUT NOT REQUIRED) QUALIFICATIONS**

- Completion of a bachelor's degree in public, business, or court administration or related field.
- Completion of a law degree or master's degree in public, business, or court administration or related field.
- Management experience gained while working in a federal or state trial court.
- Substantial knowledge of and experience in the operations and management of court services.
- Knowledge of both federal civil and criminal rules of procedure and federal civil and criminal case progression.
- Knowledge of legal terminology and court or business administration concepts and theories.
- Strong interest in and commitment to the principles underlying the United States judicial system.

### **BACKGROUND INVESTIGATION**

This position is classified as a *high-sensitive position* which requires the selected candidate to successfully complete a ten-year background investigation, which includes an FBI fingerprint check and background investigation. The selected candidate must also sign a consent for an IRS tax check and consumer report reviews, along with periodic updates every five years thereafter as a condition of employment. The selected candidate will be hired provisionally pending the successful and satisfactory completion of the required background check and favorable employment suitability determination based on the mandatory background investigation. The selected candidate will also be required to file an initial and annual financial disclosure reports.

### **BENEFITS**

A career with the U.S. Government provides employees with a comprehensive benefits package. Federal employees and their families have access to a range of benefits that are designed to make your federal career very rewarding. Federal benefits include paid vacation and sick leave, 11 paid holidays per year, and retirement benefits. Optional benefits include health and life insurance, disability insurance, long term care insurance, dental and vision insurance, and participation in the court's flexible benefits program. Additional information concerning employee benefits can be found at <http://www.uscourts.gov/careers/benefits>.

### **ADDITIONAL APPLICANT INFORMATION**

Employees must adhere to a Code of Conduct, which can be found at [www.uscourts.gov](http://www.uscourts.gov). The Court provides reasonable accommodations to applicants with disabilities. Veterans' preference is not a factor used in Judicial Branch appointments. Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. Positions with the U.S. Courts are excepted service appointments, which are "at will" and may be terminated with or without cause. Employees are required to use electronic funds transfer for payroll deposit.

### **APPLICATION PROCEDURES**

- Qualified applicants should submit a complete packet consisting of:
  1. Letter of interest outlining how your skills, education, and experience relate to the job duties
  2. Current and detailed resume
  3. Names and contact information of three professional references
  4. Completed Application for Judicial Branch Federal Employment (Form AO-78), which can be downloaded from the Court's public website: [www.tnwd.uscourts.gov](http://www.tnwd.uscourts.gov)
  5. Up to three writing samples of your choosing relevant to the position you are applying for
- Email your complete packet to: [tnwdjobs@tnwd.uscourts.gov](mailto:tnwdjobs@tnwd.uscourts.gov) (single PDF document preferred). The subject line must contain: **Clerk of Court Job announcement 22-06**.

Additional information about the U.S. District Court is available on the court's website at:

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

- Be sure to refer to the vacancy announcement number and title in the subject of the email
- Only qualified applicants will be considered for this position.
- Applicants selected for interviews must travel at their own expense. However, finalists for the position may be reimbursed for transportation and subsistence expenses incurred during the interview process.
- References will be contacted for finalists only after permission is obtained from candidates.
- Incomplete packets will not be considered.
- The court reserves the right to modify the conditions of this job announcement or withdraw the announcement, which may occur without prior written or other notice. If a subsequent vacancy of the same position becomes available within a reasonable timeframe of this original announcement, the Court may elect to select a candidate from the original qualified applicant pool.

~ The United States District Court for the Western District of Tennessee is an Equal Employment Opportunity Employer and values diversity in the workplace. [www.tnwd.uscourts.gov](http://www.tnwd.uscourts.gov) ~

