



# CAREER OPPORTUNITY

## UNITED STATES DISTRICT COURT Western District of Tennessee

**Wendy R. Oliver**  
Clerk of Court

Position: Chief Deputy Clerk Vacancy #:23-03  
Classification: JSP 14/1 - 16/10 (depending on qualifications)  
Salary Range: JSP 14 Range: \$116,393 - \$151,308  
JSP 15 Range: \$136,908 - \$177,978  
JSP 16 Range: \$160,568 - \$195,000

**Memphis**  
2167 N Main, RM 242  
Memphis, Tennessee 38103

Duty Station: Memphis, Tennessee Status: Full-time permanent

**Jackson**  
111 South Highland  
Jackson, Tennessee 38301

[www.tnwd.uscourts.gov](http://www.tnwd.uscourts.gov)

The United States District for the Western District of Tennessee has jurisdiction over federal cases arising in 22 counties located in the western part of the state. The District consists of two divisional offices - the Eastern Division is located in Jackson, Tennessee, and the Western Division is located in Memphis, Tennessee.

This position is in the office of the Clerk of the United States District Court. The Chief Deputy Clerk (Type II) serves as the senior level manager and is responsible to the Clerk for the administration and supervision of the office. The Chief Deputy Clerk directs the overall management and planning of the Clerk's Office, advises the Clerk of Court concerning court operations, and collaborates with the district's other court units as needed to complete the responsibilities of the Clerk's Office. Additionally, the Chief Deputy Clerk, on behalf of the Clerk of Court, oversees quality management functions and planning for the court and its operations. The Chief Deputy Clerk reports directly to the Clerk of Court and assumes these duties in the absence of the Clerk of Court. Occasional travel inside and outside of the district is required. Occasional work during non-business work hours may be required.

### Important Dates

**Opening Date:**  
April 3, 2023

**Closing Date:**  
April 28, 2023

**Anticipated Start Date:**  
May, 2023

### **Responsibilities of the Chief Deputy Clerk may include but are not limited to:**

- Devises, implements, and perfects administrative and managerial techniques, systems, methods, programs, and procedures with regard to:
- Development and implementation of schedules governing trials, pre-trials, motion calendars, as well as other pleading and hearings. This may include equitable allocation among the judges of civil, special, and criminal cases, motions, monitions, and other special and routine pleadings allocating such upon the basis of complexity of factors involved, types of cases concerned, estimated duration of the case and other factors having a bearing upon case assignment.
- Receipt, handling, preparation, maintenance, storage, and control of all official and quasi-official records and materials received-in, created by, or processed through the office of the clerk of court.
- Release, certification, or authentication of copies or originals of all official records of the court and office of the clerk of court. This involves such internal administrative records as time, leave, payroll, travel, per diem, and other fiscal records relating to the operation of the district.
- Improvement of general working conditions, including programs for the phased-out modernization of equipment, furniture, and physical layout and arrangement best suited to meet the current and projected requirements.

### Apply to:

[tnwdjobs@tnwd.uscourts.gov](mailto:tnwdjobs@tnwd.uscourts.gov)

*The U.S. District Court for the Western District of Tennessee is an Equal Opportunity Employer.*



**Wendy R. Oliver**  
Clerk of Court

**Memphis**  
167 N Main, RM 242  
Memphis, TN 38103

**Jackson**  
111 South Highland  
Jackson, TN 38301

## Responsibilities of the Chief Deputy Clerk (cont.):

- Selection and call of jury with particular attention to maximum utilization of jurors.
- Supervises the reporting and accounting of all money received in and processed through the office, including filing, fees, fines, and restitution payments, deposits in land condemnation and personal injury actions, deposits for costs, cash bonds, naturalization fees, etc. Provides for banking institutions to meet depository requirements of all funds not required by law to be transferred to the Treasury or other agencies.
- Adapts and installs new or improved methods, systems, and procedures for assuring accuracy of accounts and for facilitating the receipt, deposit, and disbursement of monies processed through the office.
- Advises attorneys on procedural matters related to the filing of pleadings, motions, writs, interaction of both a usual and unusual nature or form. Conducts hearings and prepares decisions with regard to the taxation of costs.
- Reviews and analyzes organizational structure, reporting relationships and functional assignment, striving to meet current and future organizational needs. Provides methods and systems for maintaining time and attendance records, per diem reimbursements, and other matters affecting the compensation of personnel in the court system.
- Supervises preparation and submission of statistical reports relating to all cases filed, disposition of such cases, disposition of defendants in criminal cases, use of jurors, trials and pre-trials conducted, naturalization petitions and declarations filed, and other reports required to reflect the workload of the court and the office of the clerk of court.
- Provides for or performs quasi-judicial duties with regard to entering default judgments and litigants in default; taxation of costs; enters reference orders, as appropriate.
- Establishes and adjusts long range schedules, priorities and deadlines for completion of work assignments, and coordinates work schedules among subordinate units.
- Assigns and explains work requirements to subordinate levels of supervision for new or changed programs, functions, goals, and processes.
- Selects or recommends the selection of subordinate supervisors.
- Establishes operating guidelines to implement procedures, methods, and other work related changes.
- Studies continuing problems in the quantity and quality of work and takes or recommends necessary corrective actions.
- Recommends personnel action concerning subordinate supervisors and evaluates their performance.
- Performs other duties, as assigned.

## QUALIFICATIONS

To qualify for a position of chief deputy clerk (Type II), a person must be a high school graduate or equivalent and must have three years of general experience and three years of progressively responsible specialized experience.

### GENERAL EXPERIENCE

Progressively responsible administrative, professional, investigative, technical, or other responsible work that provided an opportunity to gain:

- (a) a general knowledge of management practices and administrative processes,
- (b) skill in dealing with others in person-to-person work relationships, and
- (c) the ability to exercise mature judgment.

### SPECIALIZED EXPERIENCE

Progressively responsible experience in administrative, supervisory, managerial, or professional work that provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of management.



#### WDTN MISSION

The mission of the Clerk's Office of the United States District Court for the Western District of Tennessee is to serve the public and support the court with a commitment to excellence.

#### Conditions of Employment:

- All applicants must be a U.S. citizen or must be a lawful permanent resident (i.e., green card holder) seeking U.S. citizenship, or must complete an affidavit indicating their intent to apply for citizenship when they become eligible to do so.
- Completion of FBI Fingerprint Background Check with periodic reinvestigation, if applicable.
- Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. Retention depends upon a favorable suitability determination.
- Employees are subject to mandatory electronic funds transfer.
- Employees are considered "at will".
- Employees are required to adhere to the [Code of Conduct](#) for Judicial Employees.

*The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.*

## PREFERRED QUALIFICATIONS

- Completion of a postgraduate degree such as a Juris Doctor (JD), Master of Public Administration (MPA), Master of Business Administration (MBA), or related field.
- Prior management experience at a federal or state court.
- Prior experience engaging in or leading process improvement efforts.

## EDUCATIONAL SUBSTITUTIONS

- 1) Education above the high school level in accredited institutions may be substituted for the general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of experience.
- 2) Completion of one academic year (30 semester or 45 quarter hours) of graduate study in an accredited university in such fields as business or public administration, political science, criminal justice, law, management, or related field, may be substituted for one year of specialized experience.
- 3) Completion of a master's degree or two years of graduate study (60 semester or 90 quarter hours) in an accredited university in such fields as business or public administration, political science, criminal justice, law, management, or related field — or completion of a Juris Doctor (JD) degree — may be substituted for two years of specialized experience.

## APPLICATION PROCEDURE

Applicants must submit a single PDF document to [tnwdjobs@tnwd.uscourts.gov](mailto:tnwdjobs@tnwd.uscourts.gov) with:

- Cover letter (include vacancy number)
- Resume'
- Completed application Form AO-78
- Subject line must contain: **Chief Deputy Clerk Vacancy# 23-03**

## BENEFITS:

Detailed information regarding benefits for federal employees can be found [here](#).