

UNITED STATES DISTRICT COURT– SOUTHERN DISTRICT OF IOWA



POSITION: Chief Deputy Clerk

LOCATION: Des Moines, IA

OPENING DATE: Wednesday, June 8

CLOSING DATE: Open Until Filled, applications received by June 24, 2016 will receive priority consideration

EXPECTED START DATE: September 2016

CLASSIFICATION LEVEL/SALARY RANGE: JSP 15 (\$117,376 - \$152,593); Promotion potential to JSP 16 (\$137,659 - \$170,400); Salary is based on experience and qualifications in accordance with the Judicial Salary Plan.

POSITION OVERVIEW

The United States District Court for the Southern District of Iowa is accepting applications for the position of Chief Deputy Clerk. This position is located in Des Moines, Iowa, and reports to the Clerk of Court. The Clerk's Office, comprised of 28 employees in three offices, supports three district judges, four senior judges, and three magistrate judges. The Chief Deputy Clerk is responsible for administration and supervision of the day-to-day operations of the Clerk's Office, managing special projects and assignments as needed, and helping to develop court-wide policies.

DUTIES AND RESPONSIBILITIES

The incumbent assists the Clerk in the supervision and management of the office, including areas such as intake, courtroom deputies, jury, the Case Management/Electronic Case Filing (CM/ECF) system, records management, statistical reporting, quality assurance, staffing, and procedural manuals. The Chief Deputy will also assist in planning, developing, implementing, and refining office policies, procedures, and programs to enhance the productivity of the total organization. These duties include the following:

- Reviews and analyzes organizational structure, reporting relationships, and functional assignments, striving to meet current and future organizational needs.
- Develops and communicates policies, procedures, and objectives of management to employees to enhance the productivity of the entire organization.
- Assists with implementation of automated systems.
- Special projects including, but not limited to, studies of operational areas, implementation of new local or national programs, and various types of writing assignments.

QUALIFICATIONS

Candidates must have a minimum of 6 years of progressively responsible administrative, supervisory, technical, professional or managerial experience that provided an opportunity to gain: (1) a thorough knowledge of management practices and administrative processes; (2) skill in dealing with others in person-to-person work relationships; (3) the ability to exercise mature judgment, and (4) the ability to communicate effectively both orally and in writing to a wide variety of people. At least three of the six years of experience must have been in a position with substantial management responsibility. The successful candidate should be a leader, motivator, highly organized, and possess a high degree of integrity. The demands of the position require an individual who is adaptable to varied responsibilities in which personal initiative and excellent communication skills are highly valued.

A bachelor's degree from an accredited college or university is preferred. Educational substitutions may be made for some experience requirements. Also preferred are candidates with supervisory, legal, and human resources experience within the federal courts.

BENEFITS

Benefits include ten paid holidays, paid vacation and sick leave, and participation in the Federal Employees Retirement System. Optional participation in Federal Employees' Health Benefits Program, Federal Employees' Group Life Insurance Program, Flexible Benefits Program, Federal Judiciary Long Term Care Insurance Program, and private long term disability insurance.

CONDITIONS OF EMPLOYMENT

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the Code of Conduct for Judicial Employees which is available for review upon request. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment. Employees of the United States District Court are at will and can be terminated with or without cause at any time.

MISCELLANEOUS

The Federal Financial Management Reform Act requires direct deposit of federal wages.

We provide reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case-by-case basis.

We reserve the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice.

We do not reimburse for expenses associated with interviews or relocation.

APPLICATION INFORMATION

Candidates must submit: (1) a resume, (2) a cover letter which addresses qualifications, skills, and experience necessary to perform the duties, (3) contact information for three professional references, (4) a completed application for Judicial Branch Federal Employment (<http://www.uscourts.gov/forms/AO078.pdf>), and (5) answers to the questions below to help us assess experience and qualifications. Applications submitted without all items will not be considered. Only applicants selected for an interview will be notified.

1. What is your management style or philosophy? Provide examples that demonstrate how you have applied this style or philosophy in your current and prior jobs.
2. What do you think an organization today needs to do to prepare for the future? How would you help prepare our organization for the future if you were selected for this position?

Application materials should be marked "confidential" and mailed or e-mailed to:

Mindi Decker, Human Resources Specialist
U.S. District Court, Southern District of Iowa
P.O. Box 9344
Des Moines, IA 50306-9344
E-mail: mindidecker@iasd.uscourts.gov

The United States District Court is an Equal Opportunity Employer.