

## UNITED STATES DISTRICT COURT– SOUTHERN DISTRICT OF IOWA



**POSITION:** Clerk of Court

**LOCATION:** Des Moines, IA

**OPENING DATE:** March 14, 2016

**CLOSING DATE:** Open Until Filled, applications received by April 1, 2016 will receive priority consideration

**EXPECTED START DATE:** September 2016

**CLASSIFICATION LEVEL/SALARY RANGE:** JSP/CUE Grade 16-18 (\$137,659 - \$183,303); Salary is based on experience and qualifications in accordance with the Judicial Salary Plan/Court Unit Executive Plan.

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### MISSION STATEMENT

It is the mission of the Clerk's Office of the U.S. District Court for the Southern District of Iowa to support the delivery of justice by providing the highest level of service and professionalism to all. To accomplish this we will foster:

- Integrity through dedication and accountability
- A positive and supportive work environment through opportunities for professional development and work/life balance initiatives
- Teamwork through respect and open communication
- Diversity through appreciation of differences
- Our strategic organizational vision through the efficient and effective allocation of resources.

### POSITION OVERVIEW

The United States District Court for the Southern District of Iowa is accepting applications for the position of Clerk of Court. The Southern District includes the headquarters in Des Moines and staffed divisional offices in Council Bluffs and Davenport. The District has three district judges, four senior district judges, three magistrate judges, and a staff of 28 in the Clerk's Office. The Clerk of Court is appointed by the Judges and serves under the direction of the Chief District Judge. The Clerk of Court leads and directs the administrative and operational activities of the office; oversees Clerk's Office staff; manages the operating budget; bears personal liability for losses of appropriated or non-appropriated funds or court property; and oversees the performance of the statutory duties of the office.

### DUTIES AND RESPONSIBILITIES

- Oversee the business of the court including the processing of cases, statistical reporting, case management and serving as custodian of official court records.
- Formulate, implement, monitor and modify organizational policy and court rules, which involves collaboration with judges and other court personnel. Interpret and apply the appropriate statutes, rules, and operating procedures.
- Review and analyze organizational structure, functional assignments, and duties to prepare for current and future organizational needs and shifts.
- Oversee recording of court proceedings, including assignment of court reporters, interpreters and recorders. Analyze the overall flow of cases within the court to ensure efficiency. Manage the jury operations of the court and make recommendations to improve juror utilization.
- Develop, implement, and enforce policies and practices to hire staff and secure physical assets of the court unit, which may include property management; the procurement of services and goods; human resources and training, including recruiting, hiring, and firing processes; information technology policy, planning, and implementation; emergency preparedness and disaster recovery activities; space and facilities needs for the court unit; and media, public relations, and public education for the court.

- Develop, administer, execute, and monitor the budget and financial plan. Certify financial transactions of the Clerk's Office and Court, which includes responsibility for receipt and disbursement of funds and management of revenue and expenses. Serve as the sole disbursing officer. Direct the Court's financial fiduciary responsibilities with regard to collections and payments.
- Coordinate and provide subject matter expertise for judges' meetings. Coordinate the activities of the merit selection panel for the appointment and reappointment of magistrate judges.
- Interact with the Administrative Office, Federal Judicial Center, other federal court units, the bar, government agencies, and the public to resolve complex issues of practice and procedure.

## **QUALIFICATIONS**

### **Education:**

A bachelor's degree in business, public administration, or a related field from an accredited college or university is required. A master's degree or Juris Doctorate is preferred.

### **Experience:**

Candidates must have a minimum of 10 years of progressively responsible administrative experience in public service or business that provides a thorough understanding of organizational, procedural, and human aspects in managing an organization. At least three of the ten years experience must have been in a position of substantial management responsibility and leadership. Demonstrated experience developing and leading strategic thinking required in all aspects of an organization's effective and efficient use of financial, human, procurement, security, and technology management resources in compliance with all applicable laws, rules, and regulations. Demonstrated ability to analyze, plan, organize, direct, supervise, mentor, motivate, and appraise the staff of an organization through subordinate supervisors to meet the program requirements and objectives with available resources. Ability to effectively communicate complex and technical issues, both orally and in writing, with people within and outside the Court. An understanding of legal terminology and procedure and a working knowledge of Federal Rules of Criminal and Civil Procedure is preferred.

## **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 10 year background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment and every five years thereafter will be subject to a re-investigation. 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) a completed application for Judicial Branch Federal Employment

(<http://www.uscourts.gov/forms/AO078.pdf>), (4) Contact information for three professional references, and (4) 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](mailto:mindidecker@iasd.uscourts.gov)

**The United States District Court is an Equal Opportunity Employer.**