



UNITED STATES DISTRICT COURT WESTERN DISTRICT OF NORTH CAROLINA

Position Title: Chief Deputy Type II

Announcement Number: 22-08

Grade Level: JSP 15-16
JSP 15: \$ \$133,278 – \$173,261
JSP 16: 156,310 - \$187,300
Starting salary is dependent on qualifications and experience

Location: Charlotte, North Carolina

Open Date: September 9, 2022

Closing Date: Open Until Filled
Applications received by October 15, 2022, will receive preference.

POSITION OVERVIEW:

The Chief Deputy Clerk (Type II) is a senior level, professional, managerial position responsible for the day-to-day administration, supervision, and overall management of various departments of the Clerk's Office. Direct reports include, but are not limited to the Operations Manager, Divisional Managers, Court Reporters, and all administrative managers and supervisors to include the departments of IT, Finance, Human Resources, Jury Administration, and Budget / Procurement. The Chief Deputy reports directly to the Clerk of Court, and in the absence of the Clerk, assumes the duties and responsibilities of the Clerk. The Chief Deputy serves as the alter ego for the Clerk of Court and has regular interactions with the judges, high-level officials of other agencies, members of the bar, and the public.

The United States District Court for the Western District of North Carolina has divisional offices located in Asheville and Statesville, with the main office located in Charlotte, North Carolina. The Clerk's Office is comprised of 40 employees who support five active Article III judges, two senior Article III judges (1 active and 1 inactive), and three full-time magistrate judges.

DUTIES AND RESPONSIBILITIES:

- Directly manages and supervises assigned functional areas, including but not limited to case management, in-court judicial support, jury administration, court reporter coordination, senior judge support, attorney admission fiduciary duties and other departments to be determined by the Clerk of Court.
- Provides leadership to managers and supervisors of assigned responsibilities and the operations staff district wide through coaching, mentoring, feedback, providing resources, facilitating communication, and fostering teamwork.
- Establishes standards, prepares performance evaluations for direct reports, coordinates staff efforts, and monitors and ensures timely compliance with deadlines. Makes personnel recommendations to the Clerk as appropriate.
- Advises the Clerk on matters affecting the reporting units as well as the operational functions of the Court, including guidance on judiciary policy, explanations of processes and potential consequences.

- Proposes, develops, communicates, and evaluates operational policies and procedures to enhance the productivity and effectiveness of the Clerk's Office, including but not limited to, intake, docketing, electronic case management, quality assurance, juror, courtroom deputy and court reporter functions.
- Analyzes the quantity of work, the workflow of cases, all local and national automated applications that impact operations, the application of federal and local rules, and overall juror utilization to ensure quality and efficiency.
- Consults with judges and staff and the Clerk of Court to identify and analyze problems and make recommendations on operational and management matters.
- Develops organizational goals and objectives, priorities, and deadlines, and identifies needed areas of change.
- Supervises preparation and submission of statistical reports relating to cases filed, disposition of cases, use of jurors, trials, and any other reports required to reflect the operational workload of the Court.
- Develops insights to design new programs or processes that guide caseload management and overall operations, while ensuring appropriate, standardized procedures throughout the district.
- Interprets and applies the appropriate statutes, rules and operating procedures including the *Guide to Judiciary Policy*, and local internal policies and controls.
- Acts as liaison and interacts with the Administrative Office, Federal Judicial Center, other courts and court units, the bar, government agencies, judges, and the public to resolve complex issues.
- Acts as Certifying Officer for dispersal of funds including payments of appropriated funds under the direction of the Clerk.
- Assists the Clerk with preparation and submission of financial and budget reports, projecting budget needs and helping to prioritize the spending of the court's budget.
- Assists with coordinating and providing subject matter expertise for judicial committee's and judges' meetings. Is a member of the local rules committee.
- Main point of contact for visiting judges and other dignitaries to the courthouse.
- Assists with the implementation of automated systems.
- Frequent travel within and outside of the district is required.
- Performs other duties, special projects and assignments as needed by the Clerk.

QUALIFICATIONS:

The successful candidate will be a mature, ethical leader and motivator who possess excellent judgment, integrity, and tact. The individual must be highly motivated, articulate, organized and be able to clearly describe their leadership style, vision, and values. The successful candidate will show initiative, have proven experience in promoting and inspiring a culture of high performance and continuous improvement, and always maintain a professional demeanor and appearance.

REQUIRED QUALIFICATIONS:

- A minimum of six years of substantial and progressively responsible management experience in a court or similar environment of which two years must have been in a senior or mid-management position that provided an opportunity to gain strong human relations skills, the ability to exercise sound judgment and a thorough knowledge of the basic concepts, principles, and theories of human resource and organizational management.
- Knowledge and understanding of CM/ECF, HRMIS, JMS, eVoucher, ACRA, InfoWeb, PACER, CIR and JIFMS and other critical applications of the federal judiciary.
- Experience in court administration including operations, IT, human resources, finance, budget, and procurement in the government workplace.
- Must have a performance history that demonstrates strong organizational prioritizing and problem-solving skills, experience managing teams of employees, organizational leadership skills and solid oral and written communication skills.
- Proven experience with strategic planning and project management functions in a medium to large organization.

- A thorough understanding of using and implementing automated case and juror management systems.
- Experience in proposing and implementing innovative solutions to workplace challenges to facilitate organizational change.
- Strong analytical skills and a strong background in planning and project management.
- Ability to balance the demands of varying workload responsibilities and deadlines.
- Proficiency in key business software applications such as Word, Excel, and PowerPoint.
- A demonstrated commitment to developing a supportive and harmonious team environment and be able to problem solve personnel issues and have good conflict resolution skills.

PREFERRED QUALIFICATIONS:

- Understanding of the operational processes in a federal district court environment.
- Familiarity with federal civil and criminal rules and procedures and local rules of this court.
- Experience managing multiple offices in different geographic locations.
- Federal or state court experience.

EDUCATION REQUIREMENTS:

- A post graduate degree as well as a bachelor's degree from an accredited university(s) or college(s) in business, criminal justice, management, behavioral science, political science, court or public administration, or related discipline appropriate to this position is required.

BENEFITS:

As a judiciary employee, the successful candidate may be eligible to participate in the following benefits programs:

Annual Leave (13-26 days per leave year depending on rate of accrual)

Sick Leave (13 days accrued in a leave year)

Paid holidays (11 per year)

Health Insurance

Dental and Vision Insurance

Life Insurance

Flexible Spending Accounts (Medical and Dependent Care)

Commuter Benefit Program

Thrift Savings Plan (Similar to a 401(k))

Public Service Loan Forgiveness

Additional information about federal judiciary benefits and compensation can be found on the United States Courts website career page at: <https://www.uscourts.gov/careers/benefits>

INFORMATION FOR APPLICANTS:

Applicants must be U.S. citizens or eligible to work in the United States. Positions in the U.S. Courts are excepted appointments, are not under the Civil Service System, and are considered “at will” positions. Employment can be terminated at any time for any reason by the Clerk of Court or the Board of Judges. Successful employment with the U.S. Courts is based on acceptable performance. The court requires employees to adhere to the Code of Conduct for Judiciary Employees which is available upon request.

This is a highly sensitive position within the Judiciary. The selected candidate will be subject to a comprehensive background investigation as a condition of employment. Employment will be considered provisional until the background check is completed, and a suitability determination can be made.

The United States District Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. If a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Judge may elect to select a candidate from the applicants who responded to the original announcement without posting the position again.

The court is not authorized to reimburse travel expenses for interviews or relocations. This position is subject to mandatory electronic direct deposit of salary payments.

HOW TO APPLY:

Complete applications should be submitted as a **single PDF** document via email to **frank_johns@ncwd.uscourts.gov**. Please reference Job Announcement 22-08.

- AO78 Application for Federal Judicial Branch Employment – located on the court’s website at <http://www.ncwd.uscourts.gov/employment>
- A cover letter addressing:
 1. Describe how your experience and abilities in the areas of supervision, finance, budget, procurement, case management, jury administration and human resources qualify you for this position.
- A detailed resume in chronological order including higher education, employment, salary history, management experience, and the number of personnel supervised. Include the reason for leaving each position.
- A list of professional references (They will not be contacted without your prior knowledge and permission)

To ensure priority consideration, complete application packages must be received by 5:00 PM on October 15, 2022. Due to the number of applications anticipated to be received, only applicants selected for an interview will be contacted.

INCOMPLETE APPLICATION PACKAGES WILL NOT BE CONSIDERED

The Judiciary is an Equal Employment Opportunity Employer