



**United States District Court  
Eastern District of New York**  
[www.nyed.uscourts.gov](http://www.nyed.uscourts.gov)

**November 6, 2014**

**Vacancy Announcement - #14-23/CHDEPOPER  
Chief Deputy – Court Operations (Type II)  
Brooklyn Courthouse – 225 Cadman Plaza East  
Salary: JSP 16 (\$151,905 – \$167,000)**

**Closing date for receipt of resumes: Friday, December 5, 2014**

***DUTIES AND RESPONSIBILITIES:*** The Chief Deputy for Operations is an executive-level position that reports to the Clerk of Court, has regular interaction with federal judges, high-level officials, court staff, members of the bar, and the public, and is responsible for the management and administration of court operations. The Chief Deputy for Court Operations, together with the Chief Deputy of Automated Services and Chief Deputy for Long Island, assists in organizational assessment and strategic planning, in the development and implementation of policy and procedure, and in the overall management of the Clerk's Office. In the absence of the Clerk, the chief deputies assume the duties and responsibilities of the Clerk of Court for all court operations.

The Chief Deputy for Court Operations has primary responsibility for the following areas: case management, public services, courtroom services, jury administration, statistical analysis and reporting, records maintenance, security, including all sealed records, electronic filing database (CM/ECF), court reporting and interpreter services and the application of the Federal Rules of Procedure and Local Rules. The Chief Deputy of Operations serves as a liaison to the Administrative Office of the U.S. Courts, the Second Circuit, and other courts, court units and federal agencies regarding operations functions; analyzes and interprets legislation, Administrative Office directives, court rules, and orders affecting the work of the Clerk's Office; establishes operating guidelines to implement procedures, methods and other work-related changes.

In addition, the Chief Deputy of Operations:

- Provides leadership for Operations staff through coaching, mentoring, training, providing resources, giving guidance and feedback, and facilitating constructive communication;
- Analyzes and interprets trends, statistics, and patterns to help the court anticipate challenges and opportunities for growth and change;
- Proposes, develops, communicates, and evaluates policies and procedures to enhance the productivity and effectiveness of the court;
- Develops effective working relationships with judges and with appropriate individuals at the Administrative Office, the Federal Judicial Center, other federal courts and court units, the bar, government agencies, and the public;
- Participates with the Clerk and Chief Deputy of Automated Services on budget, procurement, space and facilities, finance, and human resources matters;
- Prepares comprehensive memoranda, reports and correspondence; drafts administrative orders, and proposes procedures and local rules.

***QUALIFICATIONS AND EXPERIENCE:*** a Juris Doctor (JD) is required. Candidates must have a minimum of eight (8) years of progressively responsible experience in an administrative, professional or technical position that provided the opportunity to gain (a) a general knowledge of management practices and administrative processes, (b) skill in dealing with other persons in individual and team work relationships, and c) the ability to exercise mature judgment.

At least three (3) of the eight years must have included substantial management and/or supervisory responsibility. Candidates must possess strong oral and written communication skills; strong interpersonal, problem solving and conflict resolution skills; strong organizational leadership skills; and be capable of proposing and implementing innovative solutions to facilitate organizational change. Candidates must be proficient in key business software applications like Word/ WordPerfect and Excel, and have a working knowledge of document management principles.

***Desirable Qualifications:*** The successful candidate should preferably have managerial experience in a court environment; courtroom technology planning skills, and an understanding of electronic case docketing (CM/ECF). The successful candidate must be able to balance the demands of varying workload responsibilities and deadlines and must have demonstrated a strong commitment to developing a supportive and harmonious team environment. Federal court administration experience is highly desirable.

The successful candidate should be a mature leader, a motivator, a good steward of resources, possess tact, good judgment and initiative, and be highly organized. Candidates with, and supported by progressive leadership experience are strongly encouraged to apply.

***INFORMATION FOR APPLICANTS:*** The 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. Only qualified applicants will be considered for this position. Employees of the U.S. District Court serve under “Excepted Appointments” and are considered “at will” employees. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees. All information provided by applicants is subject to verification. Applicants are advised that false statements or omissions of information on any application materials or the inability to meet the following conditions may be ground for non-selection, withdrawal of an offer of employment or dismissal after being employed. Applicants must be a U.S. citizen or a permanent U.S. resident ***and are*** currently seeking U.S. citizenship. The selected candidate will be subject to a FBI fingerprint check and ten year background investigation. Employment will be provisional and contingent upon the satisfactory completion of the required background investigation and will be subject to a one-year probationary period.

Participation in the interview process will be at the applicant’s own expense and relocation expenses will not be provided. The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. direct deposit).

**Qualified persons interested in being considered for this position are invited to submit a cover letter and resume to:**

***Douglas C. Palmer, Clerk of Court  
c/o Human Resources Department  
U.S. District Court, EDNY  
225 Cadman Plaza East  
Brooklyn, New York 11201  
Announcement #14-23/CHDEPOPER***

***EMPLOYEE BENEFITS:*** The United States District Court is part of the Judicial Branch of the United States Government. Court employees are not included in the Government's Civil Service classification. They are, however, entitled to similar benefits as other federal employees: merit and classification increases; ten (10) paid holidays per year; vacation and sick leave; choice of health benefit plans; group life, long-term disability and long-term care insurance program; participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis and participation in the Federal Employees Retirement System and the Thrift Savings Plan, a 401(k) style employee savings plan.

**The U.S. District Court is an Equal Opportunity Employer.**