



United States Court of International Trade

One Federal Plaza
New York, NY 10278-0001
www.cit.uscourts.gov

Job Announcement: 18-01
Opening Date: December 1, 2017

VACANCY ANNOUNCEMENT

Position:	Chief Deputy Clerk
Salary:	\$136,038 - \$172,100 (JSP 15 - 16) Commensurate with qualifications, salary, and experience.
Closing Date:	Open Until Filled Preference will be given to applications received before January 5, 2018.

Position Overview:

The United States Court of International Trade is currently accepting applications for the position of Chief Deputy Clerk. This is a high-level management position that reports directly to the Clerk of the Court and in the absence of the Clerk assumes the functions and responsibilities of the Clerk. The Chief Deputy Clerk provides a variety of management services essential to the direction and operation of the Clerk's Office.

Representative Duties and Responsibilities:

The responsibilities include, but are not limited to:

- providing oversight of the following areas: case management, information technology, space and facilities, financial services, budget, procurement, internal controls and audit, human resources, library and legal services, courthouse security, emergency preparedness and communications;
- providing leadership to staff and managers through coaching, mentoring, training, and facilitating constructive communication;
- communicating and responding to requests from judges on concepts, rules, and regulations and keeping them well informed;
- proposing, developing, communicating, and evaluating policies and procedures to enhance the productivity and effectiveness of the court;
- assisting the Clerk in managing the Court's budget and annual spending plan;
- assisting the Clerk in the case assignment process by analyzing cases, creating reports, and making recommendations to the Chief Judge for their assignment;
- assisting and advising the Clerk on projects assigned by the Court, its committees, and by the Chief Judge;
- analyzing and interpreting trends, statistics, and patterns to help the court anticipate challenges and manage effectively for growth and change;
- making oral presentations and preparing comprehensive memoranda, reports, correspondence and other written communications;
- assisting the Clerk in various liaison functions with other federal entities, the Administrative Office of the Courts, and the bar;
- assisting with personnel related duties, such as selecting or recommending individuals to be hired, recommending personnel actions and evaluating performance;
- coordinating and overseeing along with the U.S. Marshal's Office and Federal Protective Service, all aspects of security for the Court;
- performing other duties as assigned by the Clerk of Court.

Qualifications:

A bachelor's degree from an accredited four-year college or university plus a minimum of six years of progressively responsible administrative experience in public or private sector which provides a thorough understanding of organizational, procedural and human aspects of managing an organization. At least three of the six-years of experience must have been in a position with significant management responsibility. A Juris Doctor (JD) degree is advantageous. Substantial management experience in the federal or state court system is a plus.

Applicants must possess a high degree of integrity, excellent interpersonal skills, and the ability to manage a diverse set of responsibilities, projects and people. Applicants must possess strong human relations skills, excellent leadership skills, and the ability to exercise sound judgment in making decisions. The position requires excellent organizational, analytical, and

problem-solving skills. The ability to communicate effectively both orally and in writing as well as a professional demeanor are essential.

Benefits:

A generous benefits package is available and includes the following: paid annual and sick leave; ten paid federal holidays; participation in the Federal Employees Health Benefits Program (FEHB), Federal Employees Dental and Vision Insurance Program (FEDVIP), Federal Employees Group Life Insurance (FGLI), Flexible Benefit Program, Federal Long-Term Care Insurance, Federal Employees Retirement System (FERS) and Thrift Savings Plan (TSP). The United States Court of International Trade currently provides public transportation vouchers (TransitChek), employee recognition program (known as Court Achievement Program), and gym membership. Additional information regarding the federal judiciary employee benefits and compensation can be found on the [U.S. Courts website](http://www.uscourts.gov/careers/benefits) at <http://www.uscourts.gov/careers/benefits>.

Additional Information:

Applicants must be U.S. citizens. As a condition of employment, the selected candidate must successfully complete a ten-year background investigation and every five years thereafter, an updated investigation similar to the first one will be required. Electronic Funds Transfer (EFT) is mandatory for payroll direct deposit. This is an “excepted appointment” and an “at-will” position. Employees of the U.S. Court of International Trade are required to adhere to the Code of Conduct for Judicial Employees. Relocation expenses will not be paid. All application information is subject to verification.

Application Procedure:

Applicants must submit the following required documents:

- 1) cover letter, specifying how you satisfy the qualifications listed above;
- 2) résumé;
- 3) list and contact information of at least three professional references;
- 4) Federal Judicial Branch Application for Employment ([AO78](#)) which can be found at <http://www.uscourts.gov/forms/human-resources-forms>.

Submit all documents via email in a single PDF file to the following email address: human_resources@cit.uscourts.gov. Include the title of the position and job announcement in the subject line. Incomplete application packages will not be considered. Only candidates selected for an interview will be notified. The Court reserves the right to modify, withdraw, or fill the vacancy announcement at any time, any of which may occur without prior written or other notice.

UNITED STATES COURT OF INTERNATIONAL TRADE IS AN EQUAL OPPORTUNITY EMPLOYER