



UNITED STATES DISTRICT COURT – DISTRICT OF COLORADO

Alfred A. Arraj U. S. Courthouse

901 19<sup>th</sup> Street

Denver, CO 80294

[www.cod.uscourts.gov](http://www.cod.uscourts.gov)

## Chief Deputy Clerk

Vacancy Announcement #: 2020-12-USDC

<b>POSITION:</b>	<b>Chief Deputy Clerk for Operations (Type II)</b>
<b>POSITION TYPE:</b>	<b>Full-Time Permanent</b> <b>(Mon – Fri, 8:00 am to 5:00 pm)</b>
<b>SALARY RANGE:</b>	<b>JSP 15 (\$139,037 - \$170,800)</b> <b>JSP 16 (\$163,065 - \$181,500)</b> <i>(Starting salary depends on qualifications and experience. This position has promotional potential to Grade 16 after successful completion of one year at the Grade 15 level. Previous federal service may qualify the successful candidate for placement above Step 1 of Grade 15.)</i>
<b>OPEN DATE:</b>	<b>Thursday, September 10, 2020</b> <b>Open until filled; preference given to those who apply by October 5, 2020</b>
<b>AREA OF CONSIDERATION:</b>	<b>Open to all qualified individuals</b>
<b>LOCATION:</b>	<b>Denver, Colorado</b>

The United States District Court for the District of Colorado is seeking qualified applicants for the position of Chief Deputy Clerk (Type II). The court is comprised of 20 judicial officers and a Clerk's Office staff of 68 employees, including eight full-time court reporters and a staff interpreter. This is a full-time position appointed by and supervised by the Clerk of Court. The Chief Deputy for Operations works with the Clerk to provide leadership, management, and supervision of the Clerk's Office, including primary oversight of the Court's operational functions consisting of five operational teams: the Court Operations Team; the Intake and Case Administration Team; the Jury Services Team; the Financial Services Team and the Attorney Services Division. In the absence of the Clerk, the Chief Deputy for Operations assumes the functions and responsibilities of the Clerk. This vacancy will be created by the retirement of the incumbent effective January 18, 2021.

### REPRESENTATIVE DUTIES

The representative duties of this position include but are not limited to:

- Directly supervises departmental managers and other staff and provides leadership through coaching, mentoring, training, and facilitating constructive communication;
- Consults with the Clerk of Court on areas of needed improvement and methods by which improvement can be achieved;
- Oversees the selection, training, and performance assessment of deputy clerk supervisors and staff;
- Proposes, develops, communicates, and evaluates policies and procedures to enhance the productivity and effectiveness of the court;
- Promotes and maintains the integrity of official records in the custody of the court;
- Analyzing and interpreting caseload trends and statistics to help the court identify challenges and opportunities;
- Developing 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;
- Analyzes and makes recommendations on statutes, local rules, and procedures affecting the operations of the court;
- Preparing comprehensive memoranda, reports and correspondence; drafting administrative orders, and proposing procedures and local rules;
- Assisting with Continuity of Operations planning and implementation;
- Serves as the Court's Americans with Disabilities Act Access Coordinator;

- Occasional travel to outlying sites, and for attending conferences and training is required;
- Performs other duties, as may be requested by Judges or the Clerk of Court.

## MINIMUM QUALIFICATIONS

Applicant must be a high school graduate or equivalent and must have three years of general experience and three (3) years of progressively responsible specialized experience.

**General** experience is progressively responsible administrative, professional, investigative, technical or other responsible work that provided an opportunity to gain a general knowledge of management practices and administrative processes, skill in dealing with others in person-to-person work relationships, and the ability to exercise mature judgment.

**Specialized** experience is progressively responsible experience in administrative, supervisory, managerial, or professional work that provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of management.

The successful candidate must be a leader, motivator, highly organized, and possess a high degree of integrity and personal adaptability. The demands of the position require an individual who is flexible to varied responsibilities in which personal initiative and excellent communication skills are highly valued. The successful candidate must also possess the ability to:

- Provide leadership and foster strong and effective working relationships;
- Understand the basic concepts, principles, policies, and theories of human resource and organizational management;
- Communicate effectively (verbal & written);
- Demonstrate strong organizational and prioritizing skills;
- Maintain a professional appearance and demeanor at all times;
- Exhibit strong interpersonal communication and personnel management skills;
- Deliver a creative and innovative approach to problem solving.

## PREFERRED QUALIFICATIONS

Preference will be given to applicants who possess the following:

- A bachelor's degree and, ideally, a Juris Doctor (J.D.) degree, master's degree, or relevant post graduate certification in a related field from an accredited college or university;
- Six (6) years of specialized experience in public service or the private sector which provides a thorough understanding of organizational, procedural, and human aspects of managing an organization. At least three (3) of the six years' experience must have been in a position of substantial management responsibility;
- Supervisory or managerial experience in the Federal Judiciary;
- An understanding of court operations, court administration, and the importance of an independent judiciary;
- An understanding of the principles of case management and operational experience with CM/ECF;
- A working knowledge of the Federal Rules of Criminal and Civil Procedure and the Court's Local Rules.

## BENEFITS

A benefits package based on authorized federal government standards is available. Visit the complete list of benefits on our employment [website](#).

## ADDITIONAL INFORMATION

Employees must adhere to a [Code of Conduct](#). In addition, this position is subject to mandatory fund transfer (EFT) participation, adherence to 8 U.S.C. § 1324b(a)(3)(B) regarding hiring of lawful permanent residents, and an FBI fingerprint and background check.

Applicants selected for interviews must travel at their own expense. Travel and relocation expenses will not be paid. Employees of the United States Courts are not included in the government's Civil Service classification and are considered "at will" employees. Employment is subject to a one (1) year probationary period (six months for internal candidates).

## **HOW TO APPLY**

All qualified applicants should submit the following:

- Application form AO78 (Download it [here](#));
- Current resume;
- A cover letter, limited to no more than two pages, that identifies how your education and experience relates to the duties and responsibilities, describes your experience in managing the operations of a medium to large organization, and describes your management style and philosophy;
- Two letters of professional reference;
- Copy of your last performance review or SF50, if applicable.

Your application packet must be submitted **as a single pdf document** by email to: [cod\\_hrd@cod.uscourts.gov](mailto:cod_hrd@cod.uscourts.gov). Please note "Vacancy Announcement: 2020-12-USDC" in the subject line of the email. Incomplete applications and applications received after the closing date may not be considered.

**THE UNITED STATES COURTS ARE AN EQUAL OPPORTUNITY EMPLOYER**