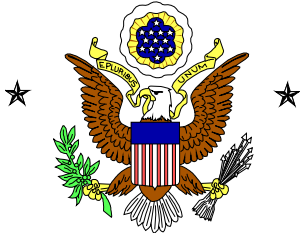


# UNITED STATES DISTRICT COURT - EASTERN DISTRICT OF VIRGINIA

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**JOB OPPORTUNITY NUMBER: FY 19-019**

**POSITION: Chief Deputy Clerk of Administration**

**LOCATION: Alexandria, VA**

**Opening Date: September 6, 2019**

**Closing Date: Open Until Filled  
(Applications received by October 20, 2019,  
will receive first consideration)**

**JSP GRADE & STARTING SALARY: JS 15-16 (\$137,849 - \$176,900)  
Actual starting salary dependent on qualifications.**

## **POSITION OVERVIEW**

The Chief Deputy Clerk of Administration (Chief Deputy) is a senior-level, professional, managerial position responsible for the day-to-day administration, supervision, and overall management of the administrative departments of the Clerk's Office. Direct reports include, but are not limited to, the Financial Administrator, the Procurement/Budget Manager, the Human Resources Manager, and the District Design Manager. 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 a member of the Clerk's Office Senior Management Team which includes the Chief Deputy of Operations, the Director of IT, and the Clerk of Court. He or she operates with a high degree of independence, within the policy directives of the Court and Clerk.

The United States District Court for the Eastern District of Virginia has staffed offices in Alexandria, Newport News, Norfolk, and Richmond. The Clerk's Office is comprised of 95 employees who support eleven district judgeships, six senior judges, nine full-time magistrate judges, and one recalled magistrate judge. Travel to the divisional offices is required.

## **DUTIES AND RESPONSIBILITIES**

Directly manages and supervises assigned functional areas, including but not limited to space and facilities, finance, budget, procurement, human resources, and other departments to be determined by the Clerk of Court.

Provides leadership to supervisors of assigned responsibilities and the administrative 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.

Advises the Clerk on matters affecting the reporting units as well as the functioning of the entire Clerk's Office, including guidance on judiciary policy, explanations of processes, and potential consequences.

Proposes, develops, communicates, and evaluates administrative policies and procedures to enhance the productivity and effectiveness of the Clerk's Office, including but not limited to performance management, strategic planning, training, space and facility needs, long-range space planning, internal controls, and emergency preparedness.

Develops organizational goals and objectives, priorities, and deadlines, and identifies needed areas of change.

Supervises the reporting and accounting of all money received in and processed through the district including filing fees, fines and restitution payments, registry deposits, cash bonds, appropriated funds, and non-appropriated funds.

Supervises preparation and submission of financial and budget reports and plans relating to all aspects of the Court's fiscal operations.

Acts as certifying officer for dispersal of funds including payments of appropriated funds, under the direction of the Clerk.

Interprets and applies the appropriate statutes, rules, and operating procedures, including the *Guide to Judiciary Policy* and local internal policies and controls.

Acts as a liaison and interacts with the Administrative Office, Federal Judicial Center, other courts, court units, the bar, government agencies, judges, and the public to resolve complex issues.

Performs other duties, special projects and assignments as needed for the Clerk.

## **QUALIFICATIONS**

The successful candidate will be a mature, ethical leader and motivator who possesses excellent judgment, integrity, and tact. He or she will 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 appearance and demeanor.

### **Required Qualifications:**

- A minimum of six years of substantial and progressively responsible management experience in a court or similar environment 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;
- Proven experience managing budget, finance, procurement, space and facilities, human resources, strategic planning, and project management functions in a medium to large organization;
- A thorough understanding of using and implementing automated financial, procurement, and human resources management systems;
- A performance history that demonstrates outstanding interpersonal, problem solving, conflict resolution, and organizational leadership skills;
- Excellent oral and written communication skills;
- Experience in proposing and implementing innovative solutions to workplace challenges to facilitate organizational change;
- Strong analytical and project management abilities;
- Ability to balance the demands of varying workload responsibilities and deadlines;
- Proficiency in key business software applications such as Word, Excel, and PowerPoint; and
- A demonstrated commitment to developing a supportive and harmonious team environment.

### **Preferred Qualifications:**

- Federal or state court administration experience;
- Experience with federal court automated financial and administrative management systems; and
- Experience managing multiple offices in different geographic locations.

## **EDUCATION**

A minimum of a bachelor's degree in business, criminal justice, management, behavioral science, political science, court or public administration, or related discipline appropriate to this position is required. Completion of a postgraduate degree in public, business, or court administration is preferred and may be substituted for one year of the required experience.

## **BENEFITS**

Benefits include 13-26 days of annual leave, 13 days of sick leave, and 10 paid holidays per year, immediate matching contributions in the Thrift Savings Plan, pre-tax programs (health, dependent care and transportation), and insurance plans (health, dental, vision, life, disability, and long-term care). Free parking is provided for this position and participation in the Transit Subsidy Program is also available.

## **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. The final candidate will undergo a full government background investigation.

Employees of the United States District Court are **Excepted Service Appointments**. Excepted service appointments are at will and can be terminated with or without cause by the Court.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

## **APPLICATION INFORMATION**

Interested applicants must submit a cover letter, a detailed resume, an Application for Federal Judicial Branch Employment (located under Related links on the Employment page of our website), and a list of professional references. Additionally, a written response to the following questions, not to exceed two pages per question:

- 1) Why are you applying for this position?
- 2) Describe how your experience and abilities in the areas of space and facilities, finance, budget, procurement, and human resources qualify you for this position.
- 3) What is your strategy or approach for managing, leading, and communicating with staff? Include your views on motivating staff, performance standards, quality control, and implementing change.
- 4) What aspects of your current job are most difficult for you, and why?
- 5) Provide an example of a challenging managerial issue that you encountered. How did you resolve the issue?
- 6) Please share your views on coaching, mentoring, staff development, and succession planning, including your personal experiences.
- 7) Who is, or was, your role model, and why?

To ensure consideration, applications must be received **by October 20, 2019**. Email completed applications packages as a single PDF to [chiefdeputyadmin@vaed.uscourts.gov](mailto:chiefdeputyadmin@vaed.uscourts.gov). Interviews will be conducted in the Norfolk division in early November. Only applicants selected for an interview will be notified.

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