



UNITED STATES DISTRICT COURT DISTRICT OF MARYLAND

Expected start date for this position is June 1, 2021

POSITION: Chief Deputy Clerk (Type II)

ADVERTISED DATE: January 6, 2021

SALARY: JSP 16 to JSP 17 (\$167,361 - \$181,500) *Starting salary based on experience

LOCATION/DUTY STATION: Baltimore, Maryland
Travel required to the Greenbelt courthouse as needed

CLOSING DATE: Open Until Filled with
first preference given to applications
received by January 22, 2021

Representative Duties:

The incumbent works alongside another Chief Deputy (Type II) and reports to the Clerk of Court. The Chief Deputy serves as the second in command and alter ego for the Clerk of Court and assumes the duties of the Clerk in their absence and has primary responsibility for operations in both the Baltimore and Greenbelt divisions. The position will require regular travel to Greenbelt.

Primary responsibilities include, but are not limited to, assisting the Clerk in providing leadership, management, and supervision of the Clerk's Office; overseeing the business of the court, including the processing of cases, statistical reporting, case management, and serving as the custodian of official court records; formulating, implementing, monitoring, and modifying organizational policy and court rules, which involves collaboration with judges and other court personnel; interpreting and applying the appropriate statutes, rules, and operating procedures; participating and collaborating in the establishment and development of court-wide policies; developing and executing strategic and long-range plans of the Clerk's Office and court; analyzing the overall flow of cases within the court to ensure efficiency; developing, implementing, and enforcing policies and practices to secure staff and physical assets of the court unit; emergency preparedness and disaster recovery activities; space and facilities needs for the court unit; media and public relations for the court; acquiring additional resources for the court and coordinating resource sharing with other court units; monitoring the budget and financial plan; coordinating and providing subject matter expertise for judicial committees and Judges' meetings; and, interacting with the Administrative Office, Federal Judicial Center, other federal courts, the bar, government agencies, and the public to resolve complex issues of practice and procedure.

Qualifications:

Mandatory Qualifications: The successful candidate must be a college graduate and have six years of progressively responsible administrative, technical, supervisory and/or managerial experience 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. Each candidate must also have a performance history that demonstrates strong organizational, prioritizing, and problem-solving skills, and solid oral and written communication skills.

Highly Preferred Qualifications: A law degree from an ABA accredited law school or a graduate degree from an accredited university in a field such as business or public administration, political science, criminal justice, law, management, or other related academic disciplines combined with substantial court administration experience may be substituted for some specialized experience, as noted later under Educational Substitutions.

Desirable Qualifications: Knowledge of and progressively responsible experience in court or legal management in such areas as operations, information technology, space and facilities, human resources, finance, budget, and procurement. Experience in the federal court environment is advantageous, particularly when combined with a working knowledge of Microsoft Office, CM/ECF and JIFMS. Experience in a legal field which required knowledge, interpretation, and application of Federal Rules of Civil and Criminal Procedure

and/or federal statutes is highly desired. Demonstrated excellence in written and oral communications and strong interpersonal and analytical skills are essential. The successful candidate must have strong leadership qualities and initiative and be able to manage change and articulate management priorities. An ability to identify and resolve problems, work effectively with both individuals and teams, and interact courteously and professionally with high-level officials is also essential. Person selected will be required to balance the demands of varying workload responsibilities and time sensitive deadlines.

For current Judiciary employees, promotion to or placement at the JSP-16 level requires one year of experience equivalent to the JSP-15 level for employees working in a position covered by the Judicial Salary Plan (JSP), or one year of experience equivalent to the CL-31 level for employees working in a position covered by the Court Personnel System (CPS). For promotion to or placement at the JSP-17 level, one year of experience equivalent to the JSP-16, or CL-32 level is required.

Benefits:

- Ten paid federal holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years; 20 days after three years; and 26 days after fifteen years of federal service.
- Paid sick leave in the amount of 13 days per year.
- Mandatory participation in the Federal Employees Retirement Program and the Social Security Retirement program.
- Optional participation in the Thrift Savings Plan (401K), the Federal Employees Health, Dental, Vision and Life Insurance programs, Long Term Disability Plan, Long Term Care Insurance, Flexible Benefits programs and the Commuter Benefit program.

How to Apply:

Submit resume, salary history and a cover letter stating the reasons for your interest in the position, and a completed AO-78 Application for Federal Employment as a single PDF document to:
vacancy@mdd.uscourts.gov. Include the job title for which you are applying in the subject header of the email.

****To ensure first consideration, complete application packets must be received no later than 5:00 p.m. on January 22, 2021.**

Conditions of Employment:

- Applicants must be a United States citizen or national or a permanent resident who is seeking citizenship in the United States. Successful candidate for this position is subject to a full fingerprint and background records check and mandatory electronic direct deposit of salary payment.
- This is a sensitive position within the Federal Judiciary. The selected candidate will be hired provisionally, pending the successful completion of the required background investigation and favorable employment suitability determination.
- Selected applicant will be required to complete a one-year probationary period. Failure to successfully complete the probationary period may result in termination of employment. Positions in the United States Courts are excepted appointments, are not under the Civil Service System, and are "at will" employees.
- Employees must adhere to the Code of Conduct of Judicial Employees which is available at: <http://www.uscourts.gov/RulesAndPolicies/CodeOfConduct.aspx>
- The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which actions may occur without prior written or other notice.