



UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF GEORGIA

www.gand.uscourts.gov

Position Announcement

POSITION: Chief Deputy Clerk
for Facilities, Security, and Administration

LOCATION: Atlanta, Georgia

SALARY RANGE: JSP 15 (\$116,364 - \$151,275)
Placement in the range depends upon qualifications,
experience, education, and salary history

OPENING DATE: September 18, 2009

CLOSING DATE: October 19, 2009, or until the position is filled.

ANNOUNCEMENT NO.: 09-19

The United States District Court for the Northern District of Georgia is seeking highly qualified candidates for the executive-level position of **Chief Deputy Clerk for Facilities, Security, and Administration**. The Chief Deputy Clerk for Facilities, Security, and Administration is one of two Type II Chief Deputy Clerks who report directly to the Clerk of Court. The incumbent of this position serves as the principal assistant to the Clerk for matters related to facilities management, security administration, and designated administrative services including but not limited to property management, procurement, budget development and execution, contingency and continuity operations, court reporting, court interpreting, and consolidated human resources operations.

Overview of the Position: The Chief Deputy Clerk for Facilities, Security, and Administration will exercise broad responsibility for assigned areas, routinely interacting with the court, the bar, the United States Marshal's Service, Assistant Circuit Executives, various divisions within the Administrative Office of the United States Courts, and other federal agencies such as the General Services Administration. Duties include the day-to-day management of assigned functional areas; project development and management; enforcement and development of appropriate policies, plans, and procedures; supervision and mentoring of supervisors and staff; budget projection, development, and execution; procurement; property accountability; facilities management; emergency preparedness; security planning; court reporting and interpreting services; personnel management, special events; and other duties as assigned.

Representative Duties and Responsibilities:

- ▶ Provide leadership, management, and direct supervision within assigned functional areas. Coordinate staff efforts, monitor and ensure timely compliance with project deadlines, and evaluate and memorialize lessons learned during major projects and security and/or emergency operations.

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- ▶ Research and analyze statutes, policies, and regulations governing a wide range of issues, including government fiscal and procurement law, canons of ethical behavior, personnel and employment matters, and judiciary practices and procedures.
- ▶ Interpret and apply the appropriate statutes, rules, and operating procedures, including the *Guide to Judiciary Policies and Procedures* and local internal controls and operating procedures. Assist with the formulation, implementation, monitoring, and modification of organizational policy and court rules, as they relate to the assigned areas of responsibilities. Study and recommend changes to organizational structure and individual job descriptions to maximize overall office efficiency and effectiveness. Participate and collaborate in the establishment and development of court-wide policies. Assist with developing and executing strategic and long-range plans.
- ▶ Exercise oversight of the recording of court proceedings, including assignment of court reporters and recorders. Provide for language interpretation. Analyze the overall flow of cases within the court to ensure efficiency in reporting/recording support.
- ▶ Develop, implement, and enforce policies, procedures, and practices to secure staff and physical assets of the court unit, which includes oversight of: property management; procurement of services and goods; human resources management and training, including recruiting, hiring, performance management, and fair employment practices; emergency preparedness, continuity of operations planning, and disaster recovery activities; space and facilities needs; and, acquiring additional resources as needed.
- ▶ Develop, administer, execute, and monitor the budget and the financial plan of the Clerk's Office. Direct the Clerk's Office financial fiduciary responsibilities regarding to budget management, fiscal management (property and procurement resources), and personnel management in assignment areas of responsibility.
- ▶ Prepare comprehensive memoranda, reports, correspondence, draft administrative orders, proposed procedural policies, rules and manuals, and complete complex projects, as directed by the Clerk, for distribution to judicial officers and staff.
- ▶ Interact courteously and professionally with judicial officers and high-level Government, legal, law enforcement, and private sector officials.
- ▶ Ensure effective communication, coordination, and cooperation with the Clerk and Chief Deputy Clerk.
- ▶ Other duties as assigned by the Clerk of Court.

Mandatory Qualifications: An undergraduate degree from a college or university of recognized standing and a minimum of ten years experience; four years general experience and six years specialized experience (described below). At least five years of the experience must have been in a position with substantial senior management responsibility. Some educational substitutions may apply.

General Experience

Progressively responsible positions reflecting successful performance of increasingly complex duties over broader areas of responsibility. Career path should reflect opportunities at progressively higher levels to learn and apply management and business practices; administrative processes and procedures; interpersonal and group performance dynamics; and organization values.

Specialized Experience

Successful performance in supervisory, managerial, or professional positions which required a thorough knowledge of the basic concepts, principles, policies and theories of management.

Highly Preferred Qualifications: A law degree from an ABA accredited law school is highly preferred. 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.

Desirable Qualifications: Knowledge of and progressively responsible experience in court or legal management in such areas as space and facilities, construction projects/project management, personnel, finance, budget, and procurement. Experience in the Federal court environment is advantageous. 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. (Incumbent will be responsible for the drafting, revising, interpreting, and applying of statutes, reference manuals, policies, and similar publications.) 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.

Notice to Applicants: Employees of the United States District Court are appointed in the excepted service, are considered “at-will” employees, and serve at the pleasure of the Court. All Court employees are required to adhere to a Code of Conduct, copies of which are available upon request. As a condition of employment, the selected candidate must successfully complete a ten-year background investigation and every five years thereafter will be subject to an updated investigation similar to the initial one. Any position offer will be considered provisional until a full suitability determination can be made. Employees of the United States District Court serve a one-year probationary period. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicant must be a United States Citizen or eligible to work in the United States.

The United States District Court is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service employment.

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About the Court: The United States District Court currently employs 223 staff members in four offices, with eleven active judgeships, eleven senior judges, and nine full-time magistrate judges. The Court has its main office in Atlanta with division offices in Rome, Newnan, and Gainesville. The Northern District of Georgia serves 46 counties in the northwestern part of the state.

Benefits:

- Accrual of paid vacation and sick leave days, based on length of service, and ten paid holidays during the year.
- Participation in pre-tax benefit programs (Health, Dental, and Vision Insurance programs; Flexible Spending Accounts; Commuter Reimbursement Benefit).
- Available group life insurance and long term care insurance.
- Public Transportation Subsidy.
- Participation in the Federal Employees Retirement System (FERS).
- Thrift Savings Plan (with employer matching a percentage of employee's contribution).

Application Process: To apply for this position, qualified applicants should submit: 1) an application for Judicial Branch Federal Employment, Form AO 78 (available from the Court's website at <http://www.gand.uscourts.gov/employment>); 2) a cover letter addressing qualifications, relevant experience, and management style or philosophy; 3) a chronological resume including education, employment and salary history, management experience, the number and composition of personnel supervised, and the reason for leaving each position. Completed packages should be submitted to: **United States District Court, Attn: Human Resources Manager, Vacancy #09-19, 75 Spring Street, SW, Room 2013, Atlanta, GA 30303-3309**. The closing date for receipt of applications is October 19, 2009, or until the position is filled. All applicants will be screened to identify the best qualified and suitable candidate. Only the best qualified candidates will be invited for a personal interview. Interview and relocation expenses are not reimbursable.

The United States District Court is an Equal Opportunity Employer