

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF TENNESSEE
OFFICE OF THE CLERK**

VACANCY ANNOUNCEMENT 2021-9

DATE: June 1, 2021

POSITION TITLE: Chief Deputy Clerk, Type II

APPOINTMENT TYPE: Full-Time Permanent

LOCATION: Chattanooga, Greeneville, or Knoxville, Tennessee

SALARY: JSP 15/1 to JSP 16/10 (\$128,078 to \$195,273 – CUE Pay Table)
Salary is dependent upon qualifications and experience in accordance with the Judiciary Salary Plan. Please review the Qualifications section for more information.

CLOSING DATE: June 21, 2021

POSITION OVERVIEW:

The United States District Court Clerk's Office for the Eastern District of Tennessee is seeking applicants for the position of Chief Deputy Clerk. This is a high-level management position that reports directly to the Clerk of Court and assumes the functions and responsibilities of the Clerk in her absence. Under the direction of the Clerk, the Chief Deputy Clerk provides leadership, management, and supervision of all non-judicial functions and activities essential to the operation of the Clerk's Office. As part of the management team, the Chief Deputy Clerk works with the Clerk of Court, Division Managers, and the administrative staff to develop short-term and long-range improvement plans for the Court, including the development, implementation, and refining of office policies, procedures, and programs. The Chief Deputy Clerk will supervise three Division Managers serving five active Article III U.S. District Judges, five senior Article III U.S. District Judges, and six U.S. Magistrate Judges.

Job duties include:

- Supervising the receipt, handling, preparation, maintenance, storage, and control of all Clerk's Office records.
- Overseeing the release, certification, and authentication of copies or originals of all official records of the Court and Clerk's Office. This involves such internal administrative records as time, leave, payroll, travel, per diem, and other fiscal records relating to the operation of the district.
- Assisting in space and facilities matters, including equipment, furniture, and physical layout and arrangement to best suit the current and projected requirements of the Court.
- Managing the administration of the Court's Jury Selection Plan with particular attention to maximum utilization of jurors.
- Overseeing the reporting and accounting of all money received in and processed through the Clerk's Office, including filing fees, fines, and restitution payments, deposits in land condemnation and personal injury actions, deposits for costs, cash bonds, naturalization fees, etc.
- Assisting with the development and oversight of the Court's budget to include the creation and implementation of both long and short-term budget plans.
- Advising attorneys on procedural matters.

- Assisting with the taxation of costs.
- Reviewing and analyzing organizational structure, reporting relationships, and functional assignments to meet current and future needs.
- Overseeing the preparation and submission of statistical reports relating to case filings and dispositions, use of jurors, trials and pre-trials conducted, naturalization petitions, and other reports required to reflect the workload of the Court and the Clerk's Office.
- Developing and implementing rotations for the assignment of cases to judges.
- Overseeing and performing quasi-judicial duties with regard to entering defaults and default judgments.
- Establishing and adjusting schedules, priorities, and deadlines for completion of work assignments, and coordinating work schedules among subordinate units.
- Performing personnel related duties including, but not limited to, selecting or recommending the selection of individuals to be hired, recommending personnel actions, and evaluating performance.
- Establishing operating guidelines to implement procedures, methods, and other work-related changes.
- Monitoring the quantity and quality of work and taking or recommending necessary corrective actions.
- Interacting with the Administrative Office, other federal courts, court units, the bar, government agencies, judges, and the public to resolve issues of practice and procedure.
- Performing other duties as assigned.

QUALIFICATIONS:

To qualify for the position, the applicant must hold a bachelor's degree from an accredited college or university. A graduate degree in law, public or business administration, management, or other related field from an accredited college or university is preferred. The position requires a minimum of three years of progressively responsible general experience in 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. In addition, three years of progressively responsible specialized experience in administrative, supervisory, managerial, or professional work that provided an opportunity to acquire thorough knowledge of the basic concepts, principles, policies, and theories of management is required. Two or more years of management experience is highly preferred.

The applicant must possess strong leadership skills and the ability to coach, develop, direct, and manage a skilled, service-oriented team. Exceptional organizational and time management skills are required as well as the ability to handle multiple tasks simultaneously. The position requires excellent interpersonal skills supported by articulate written and verbal communication skills. Computer literacy of every kind is assumed and will be essential to success in this position. Availability for occasional travel, including overnight is required.

EDUCATIONAL SUBSTITUTIONS:

- Education above the high school level in accredited institutions may be substituted for the general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of experience.
- Completion of one academic year (30 semester or 45 quarter hours) of graduate study in an accredited university in such fields as business or public administration, political science, criminal justice, law, management, or related field, may be substituted for one year of specialized experience.
- Completion of a master's degree or two years of graduate study (60 semester or 90 quarter hours) in an accredited university in such fields as business or public administration, political science, criminal justice, law, management, or related fields – or completion of a Juris Doctor (JD) degree – may be substituted for two years of specialized experience.

BENEFITS:

Court employees are entitled to the same benefits as other federal employees such as:

- Thirteen days of paid vacation for the first three calendar years, twenty days after three years, and twenty-six days after fifteen years. Thirteen days of paid sick leave and ten paid federal holidays per calendar year.
- Participation in the Federal Employees Health Benefits (FEHB) Program, the Federal Employees Dental and Vision Insurance Program (FEDVIP), and the Federal Employees Group Life Insurance (FEGLI) Program.
- Supplemental benefits, including health and dependent care reimbursement accounts, commuter benefits, and long-term care insurance.
- Participation in the Federal Employees Retirement System with investment opportunities through the Thrift Savings Plan (similar to a 401k).

Current Judiciary employees transferring without a break in service will maintain their current benefits.

APPLICATION PROCESS:

Submit one document in PDF format via e-mail to Human_Resources@tned.uscourts.gov that includes the following:

- A cover letter addressing the qualifications, skills, and experience necessary to perform the job;
- A resume; and
- A completed [AO 78, Application for Federal Judicial Branch Employment](#).

Incomplete submissions and submissions that are not received in one PDF document may not be considered.

DISCLOSURES:

- Applicants must be U.S. citizens or eligible to work in the United States.
- Only applicants selected for an interview will be notified. The Court is not authorized to reimburse candidates for travel in connection with an interview or pay for any relocation expenses.
- Employment references may be checked prior to a job offer.
- This position is designated as a high-sensitive executive position within the judiciary. Employment is provisional pending the successful completion of a ten-year, full-field OPM background investigation and favorable suitability determination. Investigative updates are required every five years.
- U.S. District Court employees serve under “Excepted Appointments” and are considered “at will.” Employment can be terminated with or without cause by the Court. Federal Civil Service classifications and regulations do not apply.
- U.S. District Court employees are required to adhere to the [Code of Conduct for Judicial Employees](#) and are subject to strict confidentiality requirements.
- Salary payments are subject to mandatory electronic funds transfer (direct deposit).
- The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Court may elect to select a candidate from the original qualified applicant pool.
- The United States District Court is an Equal Opportunity Employer and values diversity in the workplace.