The U.S. District Court for the Northern District of Ohio is comprised of eleven authorized District Judgeships, four senior judges, and seven magistrate judges. The Northern District of Ohio is headquartered in Cleveland and has divisional offices in Akron, Toledo and Youngstown. The Court has an immediate opening for a part-time temporary Training Specialist in our Cleveland courthouse. Based on the needs of the Clerk’s Office, this position has an anticipated ending date of September 30, 2021.

**POSITION SUMMARY:**
This position is in the Clerk’s Office and reports to the Clerk. The primary focus of the Training Specialist is providing and organizing user training for the Operations Specialists and Courtroom Deputy Clerks district-wide. The incumbent will create training programs, processes, tools, materials and assessment tools to be used in training and developing staff. The incumbent will train leadership staff and subject matter experts on the successful execution of training programs and processes to ensure that effective training is embedded in the daily operations and culture of the Clerk’s Office. The incumbent will work in a team environment and work closely with the Chief Deputy Clerk of Court, Deputies in Charge, other management staff, and subject matter experts to develop and implement programs.

**REPRESENTATIVE DUTIES:**
- As necessary, identify training needs through surveys, interviews, and meetings with all levels of court staff. Analyze organizational concerns and recommend training based on findings.
- Develop and deliver a district-wide training program for Operations Specialists and Courtroom Deputy Clerks. Develop training methods and presentations using the latest software and presentation tools, using long-distance training technology, as required.
- Design and create training materials, and present materials to trainees on civil, criminal, and appellate docketing procedures and processes for both sealed and unsealed material. Modifying these materials and retraining when processes change.
- Define required logistical support for training (i.e., meeting space, equipment, visual aids, and handouts).
- Design, create, and implement assessment tools to test the knowledge of the trainees and verify acceptable competency levels.
• Coordinate with the Federal Judicial Center and the Administrative Office to determine educational programs, services, and resources available to support district training needs.
• Develop audit program to ensure training programs are current and continue to meet the needs of the court and employees.
• Assist managers and employees in career and self-development planning. Develop programs and tools to support employee professional development. Provide managers with tools and training regarding effective staff training and development methods.
• Performs other duties as assigned.

QUALIFICATIONS: (Qualifications must be met at the time of application)
• Bachelor’s degree in education, business, training or a closely related field from an accredited four-year college or university.
• Applicants must have a minimum of two (2) years of specialized experience providing progressively responsible adult training experience in the field of continuing professional education/training project management. Technical competencies should include knowledge of adult learning theory, needs assessment techniques, career development theories and techniques, and appropriate use of a variety of training methods.

Specialized experience is defined as progressively responsible technical and training experience that is in, or closely related to, the work of the position and which has demonstrated the knowledge, skills, and abilities to successfully perform the duties of the position.

Preferred qualifications include:
• Master’s degree in Instructional Design or a related field.
• Certification from talent and training associations a plus.

Required Skills:
• Extensive knowledge of training resources, policies, procedures, practices, and standards. Knowledge of training design and layouts. Skill in working with managers on training requests. Skill in developing presentation materials and training aides. Skill in planning, organizing, and managing logistics and maintaining training records.
• Extensive knowledge of adult learning theories, career development theories, online learning methods and needs assessment techniques. Skill in facilitating discussions and learning exercises with individuals and groups. Skill in evaluating, selecting, and negotiating with vendors. Ability to learn and convey new material to individuals and groups. Ability to work independently, with minimal direction or management oversight. Ability to anticipate and respond to changing priorities and the ability to multi task.
• Skill in recommending training initiatives to senior management. Skill in creatively presenting ideas and information. Skill in strategic planning for short-term and long-term training programs. Skill in listening and coaching.
• Ability to communicate effectively (orally and in writing) with individuals and groups to provide training. Ability to interact effectively and appropriately with others, providing customer service and resolving difficulties while complying with regulations, rules, and procedures. Ability to interact tactfully with a wide variety of people.
• Proficient skills in the use of automated equipment including word processing, presentation, and database applications. Knowledge of training software and web-based applications.

BENEFITS:
Employees of the U.S. District Court are eligible for, but not limited to, the following employment benefits:
• Accrual of paid vacation and sick leave days; and paid holidays
• Participation in pre-tax benefit programs (health, dental, and vision insurance programs, flexible spending accounts, commuter reimbursement benefit)
• Group life insurance and long-term care insurance
• Participation in the Federal Employees Retirement System (FERS)
• Traditional (pre-tax) and Roth (post-tax) retirement savings and investment plan through the Thrift Savings Plan (TSP) with employer matching contributions
• Federal court employees can join the Federal Court Clerks Association, a national, professional court organization
• Fitness center
• Transit subsidy

HOW TO APPLY:
Email the following documents IN A SINGLE PDF to apply@ohnd.uscourts.gov. ALL DOCUMENTS MUST BE PROVIDED TO BE CONSIDERED FOR THIS POSITION:
• Subject of Email should read: Vacancy 20-14.
• Cover Letter addressing your skills and experience; with an explanation of how those skills and experience may contribute to the organization.
• Current Resume.
• List of three (3) professional references.
• Completed Employment application (AO78) found at this link: https://www.ohnd.uscourts.gov/careers

Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

First consideration will be given to application packets received not later than the close of business (5:00 p.m. EST), on July 24, 2020. All requested documentation must be provided in order to be considered for this position.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.
All applicants must be a U.S. Citizen or be eligible to work in the United States. All appointments subject to FBI Fingerprint background investigation; with periodic reinvestigation, if applicable. Retention depends on favorable suitability determination. Judiciary employees serve under excepted appointments, and are considered “at will” and can be terminated with or without cause by the Court. All appointments are subject to mandatory electronic funds transfer. All employees are required to adhere to the Code of Conduct for Judicial Employees that is available to review at http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees

The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.