

CAREER OPPORTUNITY

Position: Clerk of Court
Vacancy Announcement Number: CLK-2023
Location: St. Louis, Missouri
Salary Range: JSP 18 (\$218,549)
Date Posted: June 20, 2023-Until Filled

The United States District Court for the Eastern District of Missouri is seeking qualified applicants for the position of Clerk of Court. The Clerk of Court is appointed by the District Judges and serves under the direction of the Chief Judge of the Court. This is a high-level management position that is responsible for managing the operational and administrative duties of the Clerk's office. Qualified candidates must have a bachelor's degree and a graduate and/or law degree is preferred. Experience: This position requires a minimum of 10 years of progressively responsible administrative experience in public service or business that provides a thorough understanding of organizational, procedural, and human aspects of managing an organization. At least 3 of the 10 years of experience must have been in a position of substantial management responsibility. Substantial management is high-level administrative experience that provided a thorough understanding of the organizational, procedural, and human aspects of managing an organization. Such experience typically includes financial management, space and facilities management, oversight of the information technology and human resources functions, and long and short-range planning. For additional information regarding the position duties, qualification requirements and application procedures please visit: <https://www.moed.uscourts.gov/employment/clerks-office/clk-2023/clerk-court>

Equal Opportunity Employer