

**United States District Court
District of Minnesota
Career Opportunity: Chief Deputy Clerk (Type II)**



OVERVIEW OF THE DISTRICT OF MINNESOTA

The U.S. District Court, District of Minnesota serves all 87 Minnesota counties. The District has four staffed divisional offices located in Minneapolis, Saint Paul, Duluth, and Fergus Falls. The U.S. District Court, District of Minnesota is composed of seven authorized district judges, six senior district judges, seven magistrate judges and one part-time magistrate judge, Clerk's Office staff, and Probation and Pretrial Services Office staff.

Position Details

Title:	Chief Deputy Clerk
Announcement:	2021-09
Type:	Full-time
Vacancies:	One
Location:	Minneapolis, Minnesota
Posting Date:	April 23, 2021
Classification/	JSP-16 Type II
Salary Range:	\$161,496-183,300 (Depending on qualifications)

Closing Date: Open until filled. Preference will be given to applications received by Friday, May 7, 2021 at 4:30 p.m. Central Time.

Area of Consideration: Open to all sources

To apply, qualified applications should follow the instructions below:

An application must be completed in its entirety, using our electronic online database, to be considered for this opportunity. <https://tinyurl.com/USDC-ChiefDeputy>

In addition to the application, include:

- A cover letter that lists your qualifications and why you are interested in this position;
- Resume; and
- Names and contact information for three (3) professional references.

INTRODUCTION

The Clerk's Office of the United States District Court, District of Minnesota, is seeking applicants for a Chief Deputy Clerk. The Chief Deputy is an executive-level position that reports directly to the Clerk of Court. Responsibilities include the day-to-day management of the Court's administrative and operational functions. The Chief Deputy will provide primary oversight in the areas of systems technology, human resources, financial activities including budget management, and court operations areas.

REPRESENTATIVE DUTIES

- Oversees four departments within Clerk's Office: Operations, Information Services, Administrative Services, and Human Resources & Development; supervise four department managers.
- Administers the shared services agreement between the U.S. Probation & Pretrial Services Office and the District Court Clerk's Office.
- Analyzes and interprets trends, statistics, and patterns to help the court anticipate challenges and opportunities for growth and change.
- Proposes, develops, communicates, and evaluates policies and procedures to enhance the productivity and effectiveness of the court.
- Develops and maintains effective working relationships with judges, unit executives, staff, the Administrative Office, the Federal Judicial Center, other courts, the bar, government agencies, and the public.
- Staffs and participates in court committees and working groups.
- Prepares comprehensive memoranda, reports, and correspondence.
- Drafts administrative/general orders and evaluates and proposes procedures and local rules as required.
- May serve on court committees and working groups as well as national committees.
- Coordinates with the Deputy Chief United States Probation Officer on shared services initiatives and interoffice workflow.

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REPRESENTATIVE DUTIES (CONTINUED)

- Assists with the development, implementation, and enforcement of Court policies and practices.
- In conjunction with the Clerk and the management team, establishes and adjusts long range goals, schedules, priorities, activities, and deadlines for completion of work assignments.
- Coordinates and participates in management team activities and chairs meetings.
- Works with the Information Services Director to determine present and future automation needs, anticipating trends in emerging technologies. Also assists in developing long and short-term plans synthesizing Court needs with available technology and maximizing efficiency through improvements to existing automated systems.
- Assists with the budget process. Serves as certifying officer for payments. Assists with internal and cyclical audits and ensures that any audit issues or findings are addressed and adequately documented.
- Assists with the development of the Internal Control Manual and ensures compliance.
- Actively participates in the development of the strategic plan; oversees the accomplishment of court-wide goals and objectives related to the plan.
- Completes complex projects and performs other duties as assigned by the Clerk.
- Assumes the duties of the Clerk of Court in his or her absence.

POSITION REQUIREMENTS AND QUALIFICATIONS

Minimum Qualifications:

- At least five years of progressively responsible management experience, preferably in a court environment, that provided an opportunity to gain (a) skill in dealing with others in person-to-person work relationships and performance management; (b) experience in the development of organizational goals and objectives; (c) experience in the creation, implementation and enforcement of court policies and procedures; and (d) a thorough knowledge of the basic concepts, principles and theories of management and the ability to understand and apply the managerial policies applicable to the Clerk's Office of the U.S. District Court.
- A high school diploma or equivalent is required.
- A bachelor's degree from an accredited college or university is required.

Court Preferred Qualifications:

- A graduate degree in accounting, judicial, public, or business administration or related fields from an accredited university is preferred.
- Knowledge of and progressively responsible experience in court or legal management, most importantly in court operations, with additional expertise in information technology, human resources, finance, budget and/or procurement.
- Experience in a legal field which required knowledge, interpretation, and application of 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.
- Strong leadership qualities and initiative, as well as ability to manage change and articulate management priorities.
- Ability to identify and resolve problems, work effectively with both individuals and teams, and interact courteously and professionally with high-level officials.
- Ability to adapt and lead in a changing work environment.

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ENVIRONMENTAL DEMANDS

- Work is normally performed in an office setting.
- Travel may be required.

BENEFITS

- The opportunity to serve in a rewarding public service position.
- Accrual of paid vacation and sick leave.
- Paid federal holidays.
- Extensive health, life, dental, vision, and long-term care insurance plans.
- A defined benefit pension plan.
- On-site no cost fitness centers.
- Traditional (pre-tax) and Roth (after-tax) retirement savings and investment plans through the Thrift Savings Plan (TSP) with employer matching contributions.
- Pre-tax transportation, medical, and childcare reimbursement accounts.
- Extensive on-line training options. Travel reimbursement for in-person training and professional conferences available, funds permitting.
- Subsidized transit program.
- Telework, alternative work schedules, and other workplace flexibilities.

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or permanent residents seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so. Judiciary employees serve under excepted appointments, and are considered “at-will” and may be terminated with or without cause or notice by the Court.

The U.S. District Court requires employees to adhere to the [*Code of Conduct for Judicial Employees*](#). This position is also subject to mandatory Electronic Fund Transfer (EFT) for payroll deposit.

All final candidates are subject to FBI fingerprints and background investigation, including criminal history. The individual hired to perform the duties for this position may be subject to further background investigations when necessary.

The position is located in Minneapolis, Minnesota. However, due to the COVID-19 pandemic, staff are currently working remotely. The selected candidate must be prepared to resume work in the Diana E. Murphy U.S. Courthouse in Minneapolis, Minnesota, when normal operations resume. At that point, telework options are subject to supervisory approval.

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APPLICATION INFORMATION AND PROCESS

Qualified candidates must complete an application of employment and submit the following documents via our electronic applicant tracking system: <https://tinyurl.com/USDC-ChiefDeputy>

- A cover letter that lists qualifications and why you are interested in this position;
- A resume, which includes dates of employment, duties and responsibilities, and key accomplishments;
- Names and contact information of three professional references.

Only applications completed in entirety, using our electronic online database, will be considered for this opportunity.

All application materials received will be reviewed to identify the best qualified candidates. Only the most qualified candidates will be invited for interviews. Due to COVID-19, first interviews will be scheduled via Zoom on May 11, 2021. Applicants invited to interview must be available on the scheduled day.

The U.S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, or to fill the position sooner than the closing date, any of which action may occur without prior written notice.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER