



UNITED STATES DISTRICT COURT
DISTRICT OF CONNECTICUT

CHIEF DEPUTY CLERK

ANNOUNCEMENT NUMBER	USDC-CT 21-10
ANNOUNCEMENT DATE	October 29, 2021
DUTY STATION	New Haven, CT
CLOSING DATE	Open until filled; preference given to resumes received by November 29, 2021. Position available January 1, 2022.

The United States District Court for the District of Connecticut is accepting applications for a Chief Deputy Clerk (Type II). The Chief Deputy Clerk is a senior-level management position that reports to the Clerk of Court, serves as second-in-command/alter ego to the Clerk of Court, and has regular interaction with federal judges, high-level officials, court staff, and the public.

Under the direction of the Clerk of Court, the Chief Deputy Clerk provides leadership and direction to 62 staff and is responsible for the daily supervision and administration of operations and various administrative functions in the Clerk's Office. The position requires an individual with the experience and leadership skills necessary to anticipate and resolve administrative and operational challenges with confidence and efficiency.

The Court is comprised of eight active Article III Judges, seven Senior Article III Judges, five full-time Magistrate Judges (one vacancy); and three recalled Magistrate Judges. The District of Connecticut is presently headquartered in New Haven and has divisional offices located in Hartford and Bridgeport. Periodic travel to all divisions on a regular basis is a requirement of this position.

DUTIES & RESPONSIBILITIES

Include, but are not limited to:

- Assist in providing leadership, management, and supervision for all operations of the Clerk's Office. Assist in overseeing the business of the court, including processing of cases, statistical reporting, and case management, and serving as the custodian of official court records;
- Assist with managing jury operations and make recommendations to improve juror utilization. Assist with overseeing the interpreting needs of the court and ensure appropriate policies and procedures are established and followed. Assist with overseeing the recording of court proceedings, including assignment of official court reporters and contract court reporters;
- Assist with developing and executing strategic and long-range plans of the Clerk's Office and the court;

<p>REQUIRED QUALIFICATIONS</p>	<ul style="list-style-type: none"> • Assist with development, administration, execution, and monitoring of the budget and financial plan. Oversee internal audits and serve as the liaison for external audits; • Provide leadership with early warning of areas of organizational concern and critical analysis of systemic need for improvement, and recommend modifications; • Assist in preparing correspondence, memoranda, and reports; evaluate and update comprehensive manuals; • Propose, develop, communicate, and evaluate policies, procedures, and objectives to enhance the effectiveness and productivity of the entire organization; interpret and apply appropriate statutes, rules, and operating procedures, including the Guide to Judiciary Policy and local internal controls; • Collaborate with IT staff to increase the court’s operating effectiveness through the use of technology; assist in planning for future technology needs, and coordinate plans with anticipated workload and customer needs; • Oversee emergency response and Continuity of Operations planning and implementation; • Handle special projects and assignments for the Clerk; serve on local court committees; • Develop effective relationships with judges and with appropriate individuals at the Administrative Office of the U.S. Courts, Second Circuit, other federal courts and court units, government agencies, federal law enforcement, and the public; and • Other duties as assigned. <ul style="list-style-type: none"> • A minimum of 10 years of progressively responsible administrative experience in public service or private industry and a thorough understanding of the organizational, procedural, and human aspects of managing an organization. At least three of the ten years must include substantial management responsibility at an executive level, preferably in judicial administration or operations of a federal or state court. • In addition, the successful candidate must possess excellent oral and written communication skills; excellent judgment; strong analytical, interpersonal, problem solving, conflict resolution, and organizational leadership skills; maintain a professional demeanor at all times; be highly motivated and organized; and able to successfully balance the demands of varying workload responsibilities and deadlines.
<p>DESIRABLE QUALIFICATIONS</p>	<p>Operational knowledge of the federal courts and emergency management experience are preferred.</p>
<p>EDUCATION</p>	<p>A bachelor’s degree from an accredited college or university is required. A graduate degree in public or business administration, court administration or law is desirable. An MBA, MPA, Juris Doctor (J.D.), or other relevant degree may be substituted for up to two years of the required experience.</p>
<p>SALARY RANGE</p>	<p>JSP 15-16 (\$147,994 to \$183,300) Depending on experience and qualifications.</p>

PROCEDURES FOR SELECTION

Qualified applicants are required to submit the following:

- Cover letter
- Resume detailing years of specialized experience, including management experience, functions managed, and the number and composition of personnel supervised.
- A separate narrative statement, no more than three pages, which includes: 1) your management style or philosophy, 2) your viewpoint on how best to develop a supportive and harmonious team environment, 3) the most significant contribution you have made to your current position.
- A completed application for Judicial Branch Employment Form AO-78, which may be found at: (<http://www.uscourts.gov/forms/AO078.pdf>)
- Completed application packages must be emailed in a single PDF to Andrea Perce, Human Resources Manager: HR_department@ctd.uscourts.gov. In the email subject line, please reference **Chief Deputy Clerk**.
- The Court will screen all applications, and the best qualified applicants will be invited for a personal interview. The applicant will bear travel expenses associated with the interviews. Some relocation expenses may be reimbursable. Applicants must be United States citizens or eligible to work in the United States.

BACKGROUND INVESTIGATION

Final candidates will undergo a background check. The Chief Deputy Clerk position is a highly sensitive position within the Judiciary. Employment is provisional pending the successful completion of a ten-year, full field Office of Personnel Management background investigation. Investigative updates are required every five years. Unsatisfactory results may result in termination of employment.

Judiciary employees are required to follow a code of conduct that may be found at: <https://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>. Reference checks with current and former employers will be conducted on top candidates.

The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision regarding reasonable accommodations will be made on a case-by-case basis.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, without prior written notice.

BENEFITS

This position is covered by the Judicial Salary Plan and is entitled to benefits that include participation in the Federal Employees' Retirement System, Social Security, Thrift Savings Plan (similar to 401k), health and life insurance benefits, flexible benefits program, long term disability and long term care options, annual and sick leave accrual, and 12 paid holidays per year. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of net pay. Employees of the Judiciary are "at will" employees and are not covered by the Office of Personnel Management's civil service classification system or regulations. For additional information on employment with the Judiciary, please visit www.uscourts.gov.

The United States District Court is an equal opportunity employer and values diversity and inclusion.