



UNITED STATES COURT OF APPEALS

District of Columbia Circuit
E. Barrett Prettyman U.S. Courthouse
333 Constitution Avenue, N.W.
Washington, D.C. 20001

Vacancy Announcement #: USCA-19-11

Position Title: CHIEF DEPUTY CLERK II

Salary: \$137,849 - \$176,900 (JSP 15 - 16, depending on experience and qualifications)

Location: Washington, D.C.

Opening Date: July 22, 2019

Closing Date: OPEN UNTIL FILLED - To ensure consideration, submit application by August 23, 2019.

The United States Court of Appeals for the D.C. Circuit is accepting applications for the position of Chief Deputy Clerk II. **This position begins November 1, 2019.**

POSITION SUMMARY: The Chief Deputy Clerk serves as the Second-in-Command to the Clerk of Court, with full supervisory and management responsibility for the office. The Chief Deputy Clerk is a senior-level management position that reports directly to the Clerk of the Court. In the absence of the Clerk, the incumbent assumes the functions and responsibilities of the Clerk. The Chief Deputy Clerk assists the Clerk in providing support to the judges of the Court of Appeals by overseeing and leading the Court's extensive administrative and operational functions, including such areas as intake, records management, budgeting and finance, procurement, and personnel. The Chief Deputy Clerk also serves as the Court's Security Officer and liaison with the media.

REPRESENTATIVE DUTIES:

- Provides leadership, management, and supervision for all operations in the Clerk's Office.
- Assists the Clerk in the establishment and development of Court-wide policies, goals, and objectives.
- Assists the Clerk with the management of the Court's case management system; all local and national automated applications that impact operations, personnel and financial management systems; statistical reporting; and long-range and strategic planning.
- Provides direct supervision of all administrative areas of the court, including finance, procurement, personnel and records management.
- Assists with the development and oversight of the Court budget.
- Ensures the accuracy of information disseminated by the office, and assists the Clerk as the representative of the court to the media, district courts, federal agencies, lawyers, litigants, and the public at large.
- Serves as the Court's Security Officer providing guidance, support and oversight of the processing of cases dealing with national security, terrorism, and counterespionage which require special handling of classified materials and information.
- Assigns and explains work requirements to supervisors and staff for all programs, functions, goals and processes.
- Assists with coordinating and providing subject matter expertise for judicial committees, judges' meetings, court executive meetings, and meetings and committees with the Federal Judicial Center and the Administrative Office of the U.S. Courts.
- Coordinates the promulgation of the circuit's rules and handbook.

QUALIFICATIONS:

- Candidates must have a minimum of six (6) years of progressively responsible administrative, professional, legal or other work experience in public service or business that provided a thorough knowledge of the concepts, principles, policies, and theories of management and administrative processes.
- At least three (3) of the six (6) years of experience must be specialized experience that demonstrates proven skills in managing limited resources, excellent analytical skills, mature judgment, solid organizational management, problem-solving experience, strong employee relations, interpersonal skills, and superior oral and written communications. Qualified applicants should also be able to work effectively and comfortably with judges, chambers staff, and senior court staff. Managerial or supervisory experience is particularly desirable.
- A law degree (J.D., LL.M., S.J.D., or J.S.D.) from an accredited law school is desirable and may be considered for qualifying for two (2) years of the required specialized experience. Alternatively, completion of a master's degree or two (2) years of graduate study (60 semester or 90 quarter hours) in an accredited university in fields such as business or public administration, political science, criminal justice, management or a related field, may be considered as qualifying for two (2) years of specialized experience.
- A bachelor's degree from a college or university of recognized standing is required.
- Experience in the federal judiciary, including familiarity with budgetary, fiscal, personnel, procurement, and information technology issues, is strongly preferred.
- Experience with the handling of classified information is preferred.
- Candidates must be knowledgeable of the operation of a court-based electronic case filing system.

REQUIREMENTS:

- Because the D.C. Circuit entertains a large number of high-profile and sealed cases, employees are subject to strict confidentiality requirements. Employees must adhere to the Code of Conduct.
- Your continued employment is contingent upon the satisfactory completion of a background records check will be considered a provisional employee pending a favorable suitability determination. In addition, the successful completion of a Department of Justice security clearance is required.
- All positions in the Clerk's Office are "Excepted" appointments. Employees are considered "at will" and will serve a one-year probationary period.
- **Emergency after-hours duty is required on a rotational basis with other employees.**
- Applicants must be United States citizens or eligible to work for the United States government.

The United States Court of Appeals is an Equal Employment Opportunity employer. The successful applicant will be subject to mandatory electronic transfer of funds for payment of net pay. The United States Courthouse is a smoke-free building.

APPLICATION PROCEDURE:

To apply, send by mail (1) a cover letter explaining how your qualifications and experience relate to the requirements of the position; and, (2) a resume to:

U.S. Court of Appeals for the D.C. Circuit
E. Barrett Prettyman U.S. Courthouse
333 Constitution Avenue, N.W., Room 5534
Washington, D.C. 20001-2866
Attn: Valory Miller, Personnel Specialist
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