



UNITED STATES DISTRICT COURT DISTRICT OF HAWAII

VACANCY ANNOUNCEMENT #04-03

POSITION TITLE: CLERK OF COURT

POSITION LOCATION: Office of the Clerk
United States District Court
300 Ala Moana Blvd., Rm. C-338
Honolulu, Hawaii 96850

SALARY RANGE: JSP 15 - JSP 17 (\$87,439 - \$128,200 per annum) + 25% COLA

CLOSING DATE: November 19, 2004

The United States District Court for the District of Hawaii is seeking applicants for the position of Clerk of Court. The Clerk of Court is appointed by the judges of the court in which he or she serves. This is a high level management position which functions under the direction of the Chief Judge of the court. The Clerk of Court is responsible for managing the Clerk's Office and overseeing the performance of the statutory duties of the office. The position entails a multitude of administrative and managerial functions.

Representative duties:

- Consulting with and making recommendations to the judges regarding court policies and procedures;
- Hiring and assigning personnel as well as designing and managing training programs;
- Preparing and managing the annual budget;
- Conducting special studies as directed and preparing statistical and narrative reports;
- Working with various governmental agencies on a variety of matters necessary to court activities such as data processing, fiscal and personnel;
- Directing through subordinate staff the court's financial service function including purchasing, juror payments, and accounting functions;
- Directing staff responsible for the processing of civil and criminal cases, the issuance of process and the maintenance of official records in the custody of the court;
- Managing the jury operations of the court and making recommendations as required to improve juror utilization;
- Overseeing space and facilities issues;
- Coordinating the court's information technology systems.

QUALIFICATION STANDARDS

To be qualified for appointment, candidates must meet the following standards:

Experience

General Experience: A minimum of 10 years of progressively responsible administrative experience in public service or business which provides a thorough understanding of organizational, procedural and human aspects in managing an organization.

Management Responsibility: At least three of the 10 years experience must have been in a position of substantial management responsibility.

Practice of Law - Active Practice: An attorney who is in the active practice of law in either the public or private sector may substitute said active practice on a year-for-year basis for the management or administrative experience requirement.

Candidates must have a performance history with demonstrated skills in managing limited resources against multiple demands and strategic workforce planning; and possess strong organizational, problem-solving, and oral and written communication skills. Prior administrative or professional level experience in a federal court is preferred.

Education

A bachelor's degree is required. A postgraduate degree in public administration, business, judicial administration or law is preferred.

Educational Equivalents: A bachelor's degree from a college or university of recognized standing may be substituted for 3 years of the required general experience. Preferably such degree should have included courses in law, government, public, business or judicial administration or related fields. A postgraduate degree in public, business or judicial administration from such a college or university may be substituted for one additional year of the required general experience. A degree from an accredited law school may be considered as qualifying for two additional years of the required general experience.

CONDITIONS OF EMPLOYMENT

All application information is subject to verification. Appointment to this position is contingent upon a background check. All employees in the judiciary are "at-will" employees in the excepted service. As such, their employment may be terminated at-will, by either the employer or the employee, with or without cause. Judiciary employees are required to adhere to a *Code of Conduct* that is available upon request. This position is subject to mandatory Electronic Fund Transfer for payment of net pay. Relocation expenses will be negotiated.

BENEFITS INFORMATION

In contrast to executive branch agencies whose employees are in the *competitive service*, judicial branch employees are in the *excepted service* and are referred to as “at-will” employees who are not subject to the employment regulations of the competitive service. However, judiciary employees are entitled to benefits similar to those of other federal government employees, including paid vacation, sick leave and holidays; coverage under the FERS retirement system, a three-tiered plan consisting of Social Security, a basic FERS annuity, and the Thrift Savings Plan (similar to 401(k) plan with matching employer contributions); FEHB group health insurance and FEGLI group life insurance. Supplemental benefit programs for judiciary employees include FEGLTD group disability insurance, CNA group long term care insurance, a commuter benefit program and flexible benefit program.

APPLICATION PROCEDURE

Qualified applicants should submit **an original and three copies** of a letter of interest and a comprehensive resume including education, work history, salary history, and a list of work-related references, to:

**CLERK OF COURT COMMITTEE
U.S. DISTRICT COURT
300 ALA MOANA BLVD., RM. C-338
HONOLULU, HI 96850**

Applications must be received **no later than November 19, 2004**. The committee shall screen all applications and identify the best qualified applicants to be invited for personal interviews. Based upon the results of the interviews, the most qualified candidates will be referred to the judges of the court for final selection.

Due to the anticipated volume of applications, the court will only communicate with those individuals invited for interviews. Reimbursement for interview expenses will not be provided.

An Equal Employment Opportunity Employer