



UNITED STATES DISTRICT COURT  
DISTRICT OF HAWAII

VACANCY ANNOUNCEMENT  
NO. 2023-14

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**Position Title:** CHIEF DEPUTY CLERK (TYPE II)

**Terms of Employment:** Full-time, Excepted Service

**Classification Level:** Judicial Salary Plan (JSP)  
Table HI – Hawaii  
JSP 14 to JSP 16; Salary Range: \$132,293 - \$213,096\*  
Starting salary dependent on individual qualifications  
*\*Salary noted above based on 2023 pay tables and includes a 9.28% non-taxable Hawaii Cost of Living Adjustment (COLA), which is subject to change annually.*

**Position Location:** Office of the Clerk  
United States District Court  
300 Ala Moana Boulevard, Room C-338  
Honolulu, HI 96850

**Closing Date:** Position open until filled.  
Priority Consideration through Friday, January 19, 2024

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**SUMMARY:**

The United States District Court for the District of Hawaii is currently accepting applications for a full-time Chief Deputy Clerk. This permanent position requires scheduled hours of Monday through Friday from 8:00 a.m. until 5:00 p.m.(must be able to work during non-business hours, including weekends and holidays, as needed for emergency and other matters) and is located in the Clerk’s Office in Honolulu, Hawaii.

The Chief Deputy Clerk (Type II) serves as the senior-level manager over the Clerk’s Office operations, administration, and staff. This position directs the overall management and planning of the Clerk’s Office, advises the Clerk of Court concerning court operations, and collaborates with various business units as needed to carry out the responsibilities of the Clerk’s Office. The Chief Deputy Clerk will assume the Clerk’s duties in the absence of the Clerk of Court.

**MISSION OF THE CLERK’S OFFICE:**

To provide excellence in service to the public and in supporting the court in its core mission of the administration of justice. The Clerk’s Office strives for collaboration between units; values team spirit; and highly regards dedication to both work and colleagues.

**REPRESENTATIVE DUTIES:**

This position operates with a high degree of independence and may perform any of the following duties and responsibilities within the policy directives of the Clerk of Court:

- Supervises the Clerk's Office Administrative and Operational functions including case and records management, human resources, jury, statistical reporting, automation, court reporters, courtroom managers, court interpreters, court sessions, and fiscal matters. This position oversees personnel matters for indirect reports.
- Creates and maintains a training atmosphere where continuous improvement is valued and encouraged as to all aspects of operations.
- Provides leadership, management, and supervision for the operations of the Clerk's Office.
- Oversees the business of the court, including case processing, statistical reporting, case management, jury, custody of official court records, and court reporting and interpreting services.
- As assigned, formulates, implements, and modifies organizational policies, which involves collaboration with Judges and court personnel. Interprets and applies statutes, rules and operational procedures, including the Guide to Judiciary Policy. Participates in the development of court-wide policies. Assists with devising and executing strategic plans for the Clerk's Office and the Court.
- Assists the Clerk of Court in the creation of strategic plans, goals and visions. Creates and implements plans for increasing operational efficiency in the Clerk's Office.
- Works with the Judges and the Clerk of Court on the development of policies/procedures to ensure quality and to improve the consistency of case processing and operations between Court divisions.
- Serves as project manager for new initiatives. Builds diverse project teams to include members from each area involved/affected. Collaborates with other departments and units of the Court during all four phases of the project life cycle: initiation, planning, execution and closure.
- Attends and supports various meetings as needed. Responsibilities include the preparation of agendas, meeting materials, and minutes.
- Oversees the accurate maintenance, collection and reporting of case statistics.
- Ensures the complete and thorough documentation of all Clerk's Office operational policies and procedures, including docketing manuals, courtroom manager manuals, court reporter management guide, CM/ECF guides, practice guides, training materials, and statistical manuals. Works with IT unit to ensure accessible to personnel on intranet.
- Ensures comprehensive onboarding plans are in place and utilized for each unit.
- Provides advice on various matters to staff, supervisors, managers, unit executives, and Judges.
- Prepares draft memoranda, reports, correspondence, draft administrative orders, and proposed procedural rules for the Clerk of Court.
- Works with members of the bar and the public to improve the delivery of court services.
- Develops effective working relationships with various groups and individuals outside the Court, such as bar associations, officials of other government agencies and State court officials.
- Performs other duties as assigned.

**REQUIRED QUALIFICATIONS:**

The successful candidate must possess the following: excellent interpersonal skills; Federal District Court experience, demonstrated team-player attitude; the ability to handle personnel matters with tact, directness, fairness and sensitivity; a documented track record of oversight and management of large projects; demonstrated ability to develop staff and drive organizational excellence; strong organizational, prioritizing, and problem-solving skills; solid communication skills; detail-oriented, self-directed, forward thinking, and the ability to consistently demonstrate sound judgment and impeccable ethics.

**PRIORITY CONSIDERATION AND PREFERRED QUALIFICATIONS:**

Priority consideration will be given to candidates who have current knowledge and understanding of the established local policies and practices of the U.S. District Court for the District of Hawaii.

A bachelor's degree from an accredited college or university in public administration, business, law, or a related field.

**PREFERRED SKILLS:**

- Court operations management experience; calendaring and regulating case movement.
- Experience with the federal courts' CM/ECF system.
- Experience which required knowledge, interpretation, and application of court rules, procedures and/or statutes.
- Attended court proceedings and knowledge of or the ability to learn court operations, functions, and organizational structure. Arranged for court interpreters. Basic understanding of court documents. Ability to use CM/ECF to obtain or research necessary information.
- A working knowledge and understanding of legal terminology and procedures, federal rules of procedure, and the operational processes of the federal judiciary.
- Knowledge and skill in the use of automated equipment including MS Outlook, Word and Excel applications. The candidate is expected to use multiple web-based applications and maintain judiciary privacy and security requirements.

**BACKGROUND CHECK:**

As a condition of employment, the selected candidate must successfully complete a ten-year background investigation and every five years thereafter will be subject to an updated investigation similar to the initial one. Any position offer will be considered provisional until a full suitability determination can be made.

**CONDITIONS OF EMPLOYMENT:**

Applicants must be United States citizens or eligible to work in the United States. All application information is subject to verification. Employees of the United States District Court serve under "Excepted Appointments" and are considered "At-Will" employees. Court employees are required to adhere to the [Code of Conduct for Federal Judicial Employees](#). This position is subject to mandatory electronic funds transfer for payroll direct deposit.

**BENEFITS:**

Federal Pension and optional employer-matching and automatic contributions to the Thrift Savings Plan (similar to a 401K).

Choice of a variety of employer-subsidized federal health and life insurance options. Supplemental dental, vision, and long-term care coverage.

Flexible spending account to pay out-of-pocket health and dependent care expenses with income set aside tax-free from salary dollars.

Other Perks: Eligibility for Public Service Loan Forgiveness Program, compensatory time, employee assistance program, reasonable and flexible work hours, potential for occasional telework, onsite cafeteria and gym, dedicated parking space.

See the United States Courts website for an overview of [Federal Judiciary benefits](#).

### **APPLICATION PROCESS:**

It is recommended that applications be submitted as soon as possible. To ensure consideration, promptly submit *one of each* of the following combined into a **single pdf**:

- (1) letter of interest that addresses qualifications, relevant operational, administrative, and management experience, as well as management style and philosophy;
- (2) current resume;
- (3) list of three professional references with current contact information; and
- (4) completed and signed "AO 78, Application for Federal Judicial Branch Employment" (fillable form can be found under FORMS and "Miscellaneous," or on the Employment page of our website at [www.hid.uscourts.gov](http://www.hid.uscourts.gov)).

Application packages must be emailed to: [careers@hid.uscourts.gov](mailto:careers@hid.uscourts.gov) with the subject line, "**CHIEF DEPUTY CLERK (TYPE II) #23-14, (your name)**" and will not be considered complete unless **all** items have been received by Human Resources in a single pdf. Incomplete application packets may disqualify an applicant from further consideration.

### **SELECTION PROCESS:**

The court will only communicate with those qualified applicants who will be invited for personal interviews and only applicants who are interviewed will receive a response regarding their application status. Although interview expenses will not be reimbursed during the initial round of interviews, expenses may be covered for candidates invited for a follow-up interview. Relocation assistance may also be provided to the selected candidate, depending on the individual situation, and will be negotiated during the selection process.

The U.S. District Court for the District of Hawaii reserves the right to modify or withdraw this vacancy announcement or to fill the position any time, either of which may occur without prior written or other notice. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Clerk of Court may choose to select a candidate from the original qualified applicant pool.

### **EQUAL OPPORTUNITY EMPLOYER**

*The Clerk's Office is committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better we serve the public and support the court.*