



UNITED STATES DISTRICT COURT DISTRICT OF HAWAII

NOTICE OF VACANCY

POSITION TITLE: **OPERATIONS SUPERVISOR**
Full-time, Excepted Service permanent appointment.

ANNOUNCEMENT #: **#14-05**

LOCATION: Office of the Clerk
United States District Court
Prince Kuhio Federal Building and U.S. Courthouse
300 Ala Moana Blvd., Room C-338
Honolulu, Hawaii 96850

CPS LEVEL/SALARY RANGE: CL-27 - CL-28 (\$53,116 - \$103,534 per year including COLA).
Starting CPS level and salary depending on qualifications and court budget.

APPLICATION PERIOD: Open until filled. **Applications received by 5:00 p.m., July 9, 2014, will be given priority consideration.**

POSITION SUMMARY

The District Clerk's Office is a career-oriented organization focused on providing exceptional service to the court, members of the legal community, and the general public. We are seeking applicants for a full-time **Operations Supervisor** position. The Operations Supervisor reports directly to the Chief Deputy and is primarily responsible for the duties and personnel of intake and case administration. The Operations Supervisor will be primarily responsible for the formulation, implementation, and assessment of operations policies, practices and procedures. The incumbent will provide leadership and direction in various capacities, including but not limited to document receiving, docketing, quality assurance, workload distribution, rule revisions, project management, goal setting, employee development, outreach, statistics, and personnel matters.

REPRESENTATIVE DUTIES

- Reviews and assesses national correspondence, determining implications to the district.
- Analyzes current operating procedures, best practices from other districts, rules and requirements, and stakeholder interests, in order to implement process improvement initiatives.
- Acts as subject matter expert regarding document receiving, filing, docketing and quality assurance; correspondence review and response; customer inquiries and service; operational rules and procedures; administration of bail; records retrieval and archiving; attorney admissions and discipline; operational training; and statistics.
- Communicates and coordinates with stakeholder agencies, such as the U.S. Attorney's Office, the Office of the Federal Public Defender, U.S. Probation, U.S. Pretrial Services, the U.S. Marshal Service, and others.

- Partners with the Information Technology (IT) Department to recommend, research and implement software changes, testing, upgrades, and the like.
- Sets, reassesses and oversees the meeting of short and long range departmental goals.
- Assesses workflow history and patterns to ensure equity in work distribution, adequate coverage, transparency and uniformity in practice, rule and procedural compliance, etc. Implements change and facilitates training, as necessary.
- Recommends and facilitates corrective and disciplinary actions, when aware of patterns of problematic performance or upon awareness of egregious action by subordinate staff.
- Performs various personnel tasks, to include but not limited to the maintenance of staff time and attendance records, interviewing and selecting staff, drafting and facilitating performance reviews, setting performance goals and administering performance improvement plans.

QUALIFICATIONS

Minimum Qualifications

CL-27: Two years of progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain skill in developing interpersonal work relationships needed to lead a team of employees; the ability to exercise mature judgment; and knowledge of the basic concepts, principles and theories of management and the ability to understand the managerial policies applicable to the court, including one year of experience at or equivalent to CL-26.

CL-28: Three years of progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain skill in developing interpersonal work relationships needed to lead a team of employees; the ability to exercise mature judgment; and knowledge of the basic concepts, principles and theories of management and the ability to understand the managerial policies applicable to the court, including one year of experience at or equivalent to CL-27.

If hired at CL-27, promotional potential to CL-28 upon meeting qualification requirements, successful performance appraisal, and availability of court funding.

Preferred Qualifications: A Bachelor's or advanced degree in public or judicial administration, criminal justice, political science, sociology or related field from an accredited university, and more than two years of progressively responsible court operations experience at a federal district court is highly preferred. Candidates must also demonstrate:

- Ability to effectively utilize sound management principles in varied conditions.
- Ability to problem solve and resolve conflict.
- Strong organizational skills and experience managing numerous complex projects.
- Excellent verbal and written skills.
- In depth knowledge of courthouse and courtroom procedures and practices.
- Knowledge of CM-ECF WordPerfect, Word, Excel, and other similar windows based applications.

Applicants will be ranked on quality, relevance, and length of their work experience. Those ranked

highest will be contacted for more information. All other applicants will be notified of their non-selection by no later than the conclusion of the recruitment process. Ranking preference will be given to applicants with operational and management work experience in a U.S. District Court Clerk's Office.

CONDITIONS OF EMPLOYMENT

Applicants must be United States Citizens or eligible to work in the United States. Appointment to this position is provisional and contingent upon the successful completion of a background investigation including an FBI fingerprint check. The selected candidate will be required to serve a six-month probationary period, subject to extension. The United States District Court is part of the Judicial Branch of the United States Government, which is separate and apart from the Executive Branch competitive federal civil service, and generally not subject to the statutory and regulatory provisions that govern the Executive Branch. Judiciary employees serve under "Excepted Appointments" and are considered "At-Will" employees. As such, employment may be terminated by either the employer or employee with or without cause. Judiciary employees are required to adhere to the *Code of Conduct for Judicial Employees* which is accessible on the court Intranet. Electronic Fund Transfer (EFT) for payroll deposit is required. Interview and relocation expenses will not be reimbursed.

BENEFITS

Federal Judiciary benefits include paid vacation, sick leave and holidays; participation in federal health insurance, life insurance and retirement programs, including the Thrift Savings Plan (tax-deferred retirement savings and investment plan with matching contributions); supplemental dental and vision insurance, flexible benefit and commuter benefit programs, parking/bus subsidy, flex time, and a professional work environment. An overview of Federal Judiciary benefits is accessible at: <http://www.uscourts.gov/Careers/BeneFitForLife.aspx>

HOW TO APPLY

Materials must be received as one PDF attachment sent to: careers@hid.uscourts.gov. Please reference "Operations Supervisor #14-05" in the subject line of your message. Applicants must provide a letter of interest, resume, three professional references, and a completed AO-78 Application form, which can be found at www.hid.uscourts.gov. Submission of incomplete or illegible application packets will disqualify applicant from further consideration. Due to the anticipated volume of applications, the court will only communicate with those individuals who will be invited for interview.

The court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without prior written or other notice.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER