



UNITED STATES DISTRICT COURT
DISTRICT OF HAWAII

VACANCY ANNOUNCEMENT
NO. 2015-05

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

Terms of Employment: Full-time, Excepted Service permanent appointment

Classification Level: JSP 14-16 *Starting salary, dependent on qualifications and experience*
Table N6 - Hawaii
*Salary range: \$112,994 - \$189,366
**Salary noted above includes 12.25% Hawaii Cost of Living Adjustment (COLA).*

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 will be given to applications received by 4:00pm on June 29, 2015.

The Clerk's Office of the United States District Court is a career-oriented organization focused on providing exceptional service to the court, members of the legal community, and the general public. Currently, we are seeking applicants for a full-time **Chief Deputy Clerk (Type II)** position.

The Chief Deputy Clerk is a senior level management position which reports directly to the Clerk of Court. In the absence of the Clerk of Court, the Chief Deputy assumes all of the functions and responsibilities of the Clerk of Court.

REPRESENTATIVE DUTIES:

Under the direction of the Clerk of Court, the Chief Deputy assists in organizational planning and management of daily and long-term operations, develops and implements office policies and procedures, analyzes quantity and quality of work and makes appropriate recommendations on all management matters including budget and staffing. This individual provides direct oversight of managers and supervisors, court operations, stakeholder interests, and emergency preparedness amongst other managerial matters. Additional responsibilities include verifying the timely submission of statistical and narrative reports for local and national reporting requirements, records maintenance, property management, procurement and automation, handling internal administrative records for the budget and other fiscal records related to the court unit. Travel may be required to other court units, the Administrative Office of the United States Court and the Federal Judicial Center.

MINIMUM REQUIREMENTS:

A Bachelor's degree from an accredited institution is required. Additionally, applicants must have a minimum of three years general experience and at least three years progressively responsible specialized experience in administrative, supervisory, managerial, or professional work, which provided an opportunity for the applicant to acquire a thorough knowledge of the basic concepts, principles, policies and theories of management. This experience must have been administrative, professional, investigative, technical or other progressively responsible work which provided an opportunity for the applicant to gain (a) a general knowledge of management practices and administrative processes, and (b) skill in dealing with others in person-to-person work relationships. Excellent oral and written communication skills are required.

GENERAL EXPERIENCE:

General experience reflects progressively responsible work exhibiting successful performance of increasingly complex duties over broader areas of responsibility. Career path should reflect opportunities at progressively higher levels to learn and apply management and business practices; administrative processes and procedures; interpersonal and group performance dynamics; and organizational values.

SPECIALIZED EXPERIENCE:

Specialized experience reflects successful performance in supervisory, managerial or professional positions which require a thorough knowledge of the basic concepts, principles, policies and theories of management.

DESIRED QUALIFICATIONS:

Managerial experience in a court environment, as well as broad automation skills, detailed knowledge and skills of court operations and an understanding of electronic case docketing systems are highly desirable. The successful candidate must be able to balance the demands of varying workload responsibilities and deadlines. The successful candidate should be a leader, motivator, highly organized, a good steward of resources, possess good judgment, initiative and maintain a professional appearance and demeanor at all times. A Master's Degree in Public Administration/Policy or Criminal Justice, etc. from an accredited institution is highly preferred.

EDUCATIONAL SUBSTITUTIONS:

Completion of one academic year (30 semester or 45 quarter hours) of graduate study in an accredited university in such fields as business or public administration, political science, criminal justice, law, management or related field, may be substituted for one year of specialized experience. Completion of a master's degree or two years of graduate study (60 semester or 90 quarter hours) in an accredited university in such fields as business or public administration, political science, criminal justice, law, management, or related field or completion of a Juris Doctor degree may be substituted for two years of specialized experience.

BENEFITS

Court employees are not included in the government's civil service classification. They are, however, entitled to the same benefits as other federal employees, including: up to 13 days of paid annual leave per year for the first three years, thereafter up to 26 days per year, 10 federal holidays, participation in the Federal Employees Retirement System with a percent of contributions matched, choice of health benefit plan from several options, life insurance, and periodic salary increases. An overview of Federal Judiciary benefits is accessible at: <http://www.uscourts.gov/Careers/BeneFitForLife.aspx>. This position is subject to mandatory electronic funds transfer for salary payments. Under current law, the COLA portion of an employee's salary is not taxed by the federal government, but is taxed by the State of Hawaii. Reasonable relocation expenses may be available, subject to availability of funds.

APPLICATION PROCESS

It is recommended that applications be submitted as soon as possible. To ensure consideration, qualified applicants must submit ALL of the following documents in ONE PDF format:

- 1) Letter of interest detailing qualifications;
- 2) An updated resume;

- 3) A one (1) page writing sample describing your management style;
- 4) A completed and signed AO-78 (Judicial Branch Federal Employment application), which is available from the Hawaii U.S. District Court website: www.hid.uscourts.gov under FORMS and "Miscellaneous;" and
- 5) Three professional references with contact information.

You must submit **ALL** required documents to be considered for this opportunity; incomplete packets will not be considered. Non-submission of the required documentation listed above or an incomplete application packet may disqualify applicant from further consideration.

Please submit electronically via email in ONE PDF to: careers@hid.uscourts.gov with subject line: *VA 15-05 Chief Deputy (your name)*.

The selected candidate will be subject to a criminal history and financial background investigations by law enforcement agencies, which include FBI fingerprinting as a condition of employment. The applicant must be a United States citizen or a lawful permanent resident (i.e., green card holder) who is seeking citizenship. Retention depends upon a favorable suitability determination, and every five years thereafter will be subject to a re-investigation.

Due to the volume of applications, the U.S. District Court will only communicate with those individuals who will be invited for personal interviews and only applicants who are interviewed will receive a written response regarding their application status. The U.S. District Court is not authorized to reimburse candidates for interview expenses.

The District of Hawaii, U.S. District Court reserves the right to modify or withdraw this vacancy announcement, or to fill the position any time before the closing date, any 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 elect to select a candidate from the original qualified applicant pool.

AN EQUAL OPPORTUNITY EMPLOYER