



UNITED STATES DISTRICT COURT  
DISTRICT OF HAWAII

VACANCY ANNOUNCEMENT  
NO. 2021-01

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Position Title:	<b>CHIEF DEPUTY CLERK (TYPE II)</b>
Terms of Employment:	Full-time, Excepted Service
Classification Level:	Judicial Salary Plan (JSP) Table HI – Hawaii JSP 14 to JSP 16; Salary Range: \$123,817 - \$202,143* Starting salary dependent on individual qualifications <i>*Salary noted above based on 2021 pay tables and includes a 10.28% non-taxable Hawaii Cost of Living Adjustment (COLA), which is subject to change annually.</i>
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.

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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)**.

The Chief Deputy Clerk (Type II) is an executive level management position reporting to the Clerk of Court whose primary focus is in assisting the Clerk with the operational and administrative management of the Clerk's Office.

**REPRESENTATIVE DUTIES:**

- Assist in providing leadership, management, and supervision for the operations of the Clerk's office. Assist in overseeing the business of the court, including the processing of cases, statistical reporting, case management, and serving as the custodian of official court records. Assume the duties of the Clerk of Court in her absence;
- Assist with the formulation, implementation, monitoring, and modification of organizational policy and local court rules. Participate and collaborate in the establishment and development of court-wide policies. Assist with developing and executing strategic and long-range plans of the Clerk's office and the court. Interpret and apply the appropriate statutes, rules, and operating procedures, including the Guide to Judiciary Policies and Procedures and local internal policies and controls;

- Interact with the Administrative Office, Federal Judicial Center, other federal courts, court units, the bar, government agencies, judges and the public to resolve complex issues of practice and procedure;
- Assist with development of the budget and financial plan of the Court;
- Assist with the development, implementation, and enforcement of policies and practices to secure staff and physical assets of the court unit, which may include oversight of: property management; training; emergency preparedness and disaster recovery activities; space and facilities planning; media and public relations; and acquiring additional resources as needed;
- Supervise preparation and submission of statistical reports relating to all cases filed, disposition of such cases, disposition of defendants in criminal cases, use of jurors, trials and pre-trials conducted, naturalization petitions and other reports required to reflect the workload of the court;
- Provide leadership, management, and direct supervision within assigned functional areas. Mentor and develop staff to maximize their potential and encourage continuous growth. Coordinate staff efforts, monitor and ensure timely compliance with project deadlines, and evaluate and memorialize lessons learned during major projects and security and/or emergency operations;
- In conjunction with the Clerk and management team, establish and adjust long range goals, schedules, priorities and deadlines for completion of work assignments and coordinate work schedules among subordinate units;
- Work with IT Manager to determine present and future automation needs, anticipating trends in emerging technologies, and assist in developing long and short-term plans, synthesizing Court needs with available technology and maximizing efficiency through improvements to existing automated systems;
- Prepare comprehensive memoranda, reports, and correspondence. Draft administrative orders, proposed procedures and local rules. Perform other duties as assigned by the Clerk.

#### **MINIMUM QUALIFICATIONS/REQUIREMENTS:**

**Mandatory Qualifications:** An undergraduate degree from a college or university of recognized standing and a minimum of ten years' experience; four years general experience and six years specialized experience (described on page 3). At least five years of the experience must have been in a position with substantial management and supervisory responsibility.

**Highly Preferred Qualifications:** A graduate degree from an accredited university in a field such as business or public administration, political science, criminal justice, law, management, or other related academic disciplines combined with substantial court administration experience may be substituted for some specialized experience, as noted later under Educational Substitutions.

**Desirable Qualifications:** Knowledge of and progressively responsible experience in court or legal management, most importantly in court operations, with additional expertise in information technology, space and facilities, human resources, finance, budget and/or procurement. Experience in the federal court environment is advantageous, particularly when combined with a working knowledge of Microsoft Office, CM/ECF and JIFMS. Experience in a legal field which required knowledge, interpretation, and application of Federal Rules of Civil and Criminal Procedure and/or federal statutes is highly desired. Demonstrated excellence in written and oral communications and strong interpersonal and analytical skills are essential. The successful candidate must possess strong leadership qualities and initiative, as well as be able to manage change and articulate management priorities. An ability to identify and resolve problems, work effectively with both individuals and teams, and interact courteously and professionally with high-level officials is also essential. The person selected will be required to balance the demands of varying workload responsibilities and time sensitive deadlines.

**General Experience:** Progressively responsible administrative, professional, investigative, technical or other responsible work which provided an opportunity to gain (a) a general knowledge of management practices and administrative processes, (b) skill in dealing with others in person-to-person work relationships and (c) the ability to exercise mature judgment.

**Specialized Experience:** Progressively responsible experience in administrative, supervisory, managerial and professional positions which required an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies and theories of management, preferably in judicial administration or operations in a federal or state court.

**Educational Substitutions:** Education above the high school level in accredited institutions may be substituted for general experience on the basis of one (1) academic year (30 semester or 45 quarter hours) equals nine (9) months of experience. Completion of one (1) academic year (30 semester or 45 quarter hours) of graduate study in an accredited university in business or public administration, political science, criminal justice, law, management, or related fields, may be substituted for one (1) 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 business or public administration, political science, criminal justice, law, management, or related fields – or completion of a Juris Doctor degree – may be substituted for the two (2) years of specialized experience.

For current Judiciary employees, promotion to or placement at the JSP-14 level requires one year of experience equivalent to the JSP-13 level for employees working in a position covered by the Judicial Salary Plan (JSP), or one year experience equivalent to the CL-29 for employees working in positions covered by the Court Personnel System (CPS). Placement at or promotion to the JSP-15 level requires one year of experience equivalent to the JSP-14 or CL-30 level. Placement at or promotion to the JSP-16 level requires one year of experience equivalent to the JSP-15 or CL-31 level.

#### **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:**

Although Federal Government Civil Service classifications/regulations do not apply, court employees are entitled to similar benefits as other Federal Government employees. These benefits include participation in the Federal Employees’ Retirement System (FERS), a three-tier system which includes the Social Security Retirement Program, a basic pension benefit and the Thrift Savings Plan (similar to a 401k plan with employer matching contributions), as well as Federal Employees’ Health, Dental and Vision Benefits, Federal Employees’ Group Life Insurance and Long-Term Care Programs, Flexible Benefits Program, paid holidays and annual/sick leave accrual. 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 and narrative statement that addresses qualifications, relevant operational and administrative 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) #21-01, (your name)”** and will not be considered complete unless **all** items have been received by Human Resources in a single pdf. Incomplete application packets will disqualify an applicant from further consideration.

### **SELECTION PROCESS:**

Due to the anticipated volume of applications, 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 before the closing date, 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.

**AN EQUAL OPPORTUNITY EMPLOYER**