

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF TEXAS
VACANCY ANNOUNCEMENT**



Chief Deputy Clerk

Announcement Number: 2023-1
Location: Tyler, Texas
Opening: January 23, 2023
Closing: Open until filled

Salary Range:
JSP 15 (\$136,908 - \$177,978)
JSP 16 (\$160,568 - \$195,000)
Commensurate with qualifications

The United States District Court for the Eastern District of Texas is accepting applications for the executive level position of **Chief Deputy Clerk**. This position is located in Tyler, Texas and reports to the Clerk of Court. The Clerk's Office, comprised of 69 employees, serves eight district judges, two senior district judges, and eight magistrate judges. The Chief Deputy Clerk assists the Clerk of Court with management of Clerk's Office operations and other administrative matters of the District Clerk's Office.

REPRESENTATIVE DUTIES:

As directed by the Clerk of Court, the Chief Deputy provides leadership and support in performing the statutory duties of the District Clerk's Office. The Chief Deputy collaborates with the Clerk of Court on matters impacting activities such as case and records management, courtroom support, jury administration, interpreting, statistical reporting, human resources, budget, finance, procurement, space and facilities, information technology, customer service, and training and development. The Chief Deputy directly supervises six deputies in charge, the staff interpreter/interpreter coordinator and other administrative staff. The Chief Deputy conducts special projects and initiatives, as well as routine assignments. Duties include but are not limited to:

- Assist with management and oversight for Clerk's Office operations and business of the court.
- Assume duties of the Clerk in his absence or as delegated.
- Assist with creation, implementation, and modification of organizational policy, procedures, strategic plans, and local court rules. Interpret and apply the appropriate statutes, rules and operating procedures, including the Guide to Judiciary Policy and local internal policies and controls.
- Deliver and recommend staff development and training opportunities for the Clerk's Office.
- Interact with judges, court staff, the Administrative Office, Fifth Circuit, Federal Judicial Center, other federal courts, court units, the bar, government agencies, and the public to resolve complex issues of practice, protocol, and procedure.

- Assist with the development, implementation and enforcement of policies and practices to safeguard court members, customers, and assets, such as property management, training, emergency preparedness and disaster recovery activities, space and facilities planning including court security, and media and public relations.
- Serve as certifying officer for payroll and dispersal of funds including payments of appropriated funds, under the direction of the Clerk.
- Provide internal and public notification of orders, local rules and other court news.
- Review submission of statistical reporting required to reflect the workload of the court.
- Directly manage assigned functional areas to meet ongoing, situational, and emergency needs. Provide performance management for direct reports, coordinate staff efforts, monitor and ensure compliance with project deadlines, assist and advise during major projects, security concerns, and/or emergency operations.
- In conjunction with the Clerk and management team, establish and adjust long range goals, schedules, priorities, and deadlines.
- Prepare comprehensive memoranda, reports, and correspondence. Draft proposed administrative orders, procedures, and local rules.
- Help create and maintain an office environment of civility, mutual respect and professionalism throughout the District Clerk's Office.
- Perform other duties as assigned by the Clerk of Court.

MINIMUM QUALIFICATIONS:

To qualify, candidates must have a bachelor's degree in a related field from an accredited university. Candidates must also have a minimum of 10 years of progressively responsible managerial experience, preferably with the federal judiciary, that provided an opportunity to gain: 1) thorough knowledge of management practices and administrative processes; 2) skill in developing effective and respectful work relationships; 3) good judgment, temperament, integrity, trustworthiness, and strong character required of an officer of the judiciary; 4) skill in effective communications with a wide variety of people; and 5) the ability to coach, train, mentor and develop people individually and as high performance teams.

Strong interpersonal skills and outstanding problem solving/analytical skills are required. The successful candidate must willingly take initiative and skillfully manage change. A demonstrated ability to balance the demands of multiple constituencies while meeting deadlines is critical.

PREFERRED QUALIFICATIONS:

Completion of a postgraduate degree in public affairs, government, business, court administration or law is preferred. A minimum of 10 years' experience (resulting in strong subject matter expertise) in court administration including: operations, information technology, human resources, or administrative services is strongly preferred. A working knowledge of Microsoft 365, CM/ECF, JIFMS, and the Federal Rules of Civil and Criminal Procedure.

BENEFITS AND HIRING POLICIES:

The U.S. District Court falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under "Excepted Appointment" and are considered "at-will" employees. As such, employment may be terminated by either the employer or the employee with or without cause.

Federal Civil Service classifications/regulations do not apply; however, court employees are entitled to similar benefits as other federal employees. Those benefits include participation in the Federal Employees' Retirement System which contributes to the Social Security Retirement Program, the Federal Employees Health Benefits Program, Federal Employees' Group Life Insurance Program, Thrift Savings

Plan (similar to a 401k plan with employer matching contributions), paid holidays and annual/sick leave accrual. See the [United States Courts website](#) for an overview of [Federal Judiciary benefits](#).

CONDITIONS OF EMPLOYMENT:

Applicants must be United States citizens or eligible to work in the United States. All application information is subject to verification. The selected candidates will be subject to a background check as a condition of employment. Continued employment in this position is contingent upon successful completion of a ten-year background investigation with law enforcement agencies, including fingerprint and criminal record checks, repeating every five years thereafter. Any applicant selected for a position will be hired provisionally pending successful completion of the background check and investigation. Unsatisfactory results may result in termination of employment. 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.

HOW TO APPLY:

Qualified candidates are invited to apply by emailing 1) a cover letter; 2) a detailed resume including education and employment history; 3) two letters of professional reference; and 4) an Application for Federal Judicial Branch Employment (AO 78) with Optional Background Information (questions 18, 19, and 20) completed. The cover letter should be addressed to:

David A. O'Toole, Clerk of Court
United States District Court
Eastern District of Texas
211 West Ferguson Street, Room 106
Tyler, Texas 75702

An application form can be obtained on our website at: www.txed.uscourts.gov. All documents should be submitted as a single pdf with the reference number (2023-1 Chief Deputy Clerk) in the subject line via e-mail to: hr@txed.uscourts.gov.

Incomplete applications will not be considered. Applications will be screened for qualifications and only the most qualified applicants will be contacted and selected for a personal interview. Expenses associated with interviews or relocation will not be reimbursed.

The United States District Court Is an Equal Opportunity Employer.