



**United States District Court
District of Minnesota**

CAREER OPPORTUNITY
Vacancy Announcement #2017-11

Position Type:	Clerk of Court Regular full-time position
Number of Vacancies:	One
Location:	Minneapolis, Minnesota
Posting Date:	April 28, 2017
Classification:	JSP 16 - 17
Salary Range:	\$149,213 – \$198,684 Depending on qualifications.
Area of Consideration:	Open to all sources.

OVERVIEW OF THE DISTRICT OF MINNESOTA

The U.S. District Court, District of Minnesota, serves the 87 Minnesota counties. The District has four staffed divisional offices located in Minneapolis, St. Paul, Duluth, and Fergus Falls. The U.S. District Court, District of Minnesota is composed of seven authorized district judges, six senior district judges, eight magistrate judges, one part-time magistrate judge, Clerk's Office staff, and Probation and Pretrial Service Office staff.

INTRODUCTION

The U.S. District Court for the District of Minnesota is seeking a Clerk of Court with experience as an administrator of a diverse and innovative organization, preferably in a court environment. This position has overall management authority and responsibility for the administrative activities of the Clerk's Office, and oversees the performance of the statutory duties of the office. The position requires an individual who possesses the experience, management skills, and technical expertise necessary to anticipate and resolve complex administrative, operational, budgetary, and information technology challenges quickly and efficiently. Exceptional communication and interpersonal skills are required, along with a proven record of leadership and accomplishment. The Clerk reports directly to the Chief United States District Judge, and communicates regularly with the district and magistrate judges and Clerk's Office staff. The Clerk of Court works in collaboration with the Chief U.S. Probation Officer and the Clerk of the U.S. Bankruptcy Court.

REPRESENTATIVE DUTIES

The Clerk of Court serves at the pleasure of the Court and is appointed by the district judges. The Clerk works closely with the Chief Judge in assuring that the administrative and operational needs of the Court are effectively and efficiently met. The Clerk supervises a staff that provides administrative support to the District Court, chambers staff, Clerk's Office staff, and Probation and Pretrial Services staff (approximately 200 staff), and provides operational support to the District Court. The Clerk is responsible for providing administrative support services in the areas of budget, procurement and finance, information technology, human resources, and space and facilities. The Clerk serves as the Court's liaison, and works cooperatively with federal and local government agencies, bar groups, media representatives, and the public. The Clerk of the Court oversees the performance of statutory duties of the Office of the Clerk pursuant to 28 U.S.C. §751.

The Clerk of Court performs duties and responsibilities which include, but are not limited to:

- creating a vision of excellence through strategic planning in an environment of limited resources by working closely with the Chief Judge, District Judges, and Magistrate Judges of the District of Minnesota regarding court administration, policy matters, local rules, and procedures affecting the operations of the Court;
- preparing and managing the annual budget by forecasting short and long term developments that will affect court operations; developing workable responses to them, including required staffing, equipment, facilities, coordination, and timing; anticipating problems rather than reacting to them; translating goals, objectives, and needs into a budget format; and making choices among competing demands for limited resources;
- identifying court automation needs and opportunities; developing IT policy and strategies in compliance with the national judiciary requirements for internal and external systems, including the electronic courtrooms; designing automated systems to enhance the needs of the court; overseeing IT infrastructure, network administration, IT security, voice, data and evidence presentation systems, mission-critical databases, and judiciary-specific applications for both the District Court and the Probation and Pretrial Office; and continuing needs assessment and technology enhancements.
- providing the administrative and operational infrastructure necessary to perform efficiently and effectively by recruiting and selecting staff; motivating and inspiring staff; establishing performance standards, evaluating individual employee performance, counseling staff,

- promoting and reassigning staff, and disciplining and terminating employees who do not meet performance standards; and establishing and enforcing personnel policies;
- creating and maintaining a culture that values human resources and the contributions necessary to support an excellent organization;
 - leading and directing the staff responsible for processing of civil and criminal cases and the issuance of legal process and the maintenance of official records in the custody of the Court;
 - leading and directing the staff responsible for budget, procurement, finance, and Court property, and ensuring proper oversight in the development, revision, and maintenance of internal control procedures;
 - managing the jury operations of the Court, including qualifying and summoning jurors, and making recommendations to improve juror utilization;
 - directing development and administration of comprehensive emergency preparedness plans;
 - coordinating and preparing statistical studies and reports as required by the Court, the Circuit, and the Administrative Office of the United States Courts;
 - working with members of the bar and the public to improve the delivery of Court services;
 - working with various governmental agencies such as the United States Marshal, the United States Attorney, and the Federal Public Defender on a variety of Court activities;
 - overseeing public ceremonies and events; and
 - performing related duties as required by the Court, and the Administrative Office of the U.S. Courts.

POSITION QUALIFICATIONS

A candidate must have a minimum of ten years of progressively responsible administrative experience in public service or the private sector, which experience provides a thorough understanding of organizational, procedural, and human aspects in managing a complex organization, preferably in a court environment. At least three of the ten years of experience must have been in a position that required substantial management responsibility, including high-level administrative experience that typically includes responsibilities involving financial management, human resources and information technology, space and facilities planning, and overall long- and short-range planning. It is preferred that a candidate hold at least a bachelor's degree from an accredited college or university in a field related to law, government, public, business or judicial administration, or related fields.

A maximum of three years credit for this requirement is given for a bachelor's degree preferably in public, business, or judicial administration with one academic year equaling nine months experience. A postgraduate degree in law, public, business, or judicial administration may be substituted on the same terms for one additional year of general experience. A law degree from an accredited law school may be applied for up to two additional years of experience. An attorney who is in the active practice of law in either the public or private sector may be permitted to substitute such active practice for the management or administrative experience requirement on a year-for-year basis.

The candidate should have demonstrated skill in the ability to accurately analyze data, to prepare accurate and timely reports, proposals, and budgets while managing multiple complex tasks with competing deadlines. Candidates should have a proactive, positive approach to managing change; a creative, innovative approach to planning and problem solving; and the capacity to perceive consequences of changes for all parts of the court organization.

The candidate should be skilled in the use of technology, including Microsoft Office Suite, telecommunications, and automated case and records management systems. Candidates should have an interest in, and enthusiasm for, the application of new technologies to the court environment, and the ability to understand the capabilities and limitations of various hardware and software systems.

The candidate should be skilled in leading, motivating, and overseeing a diverse workforce. Candidates should have strong communication and listening skills; commitment to growth of all employees; willingness to confront performance problems directly and the ability to praise as well as criticize. Knowledge of sound personnel practices and experience with the provision of Court services including direct customer service and performance of administrative tasks, and a candidate should be familiar with Court governance policies.

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or permanent resident seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so. Judiciary employees serve under excepted appointments, and are considered “at-will” and may be terminated with or without cause or notice by the Court.

The United States District Court requires employees to adhere to a Code of Conduct Policy. This position is also subject to mandatory Electronic Fund Transfer (EFT) for payroll deposit.

The successful candidate for this position is subject to an FBI fingerprint check and background investigation, and must sign a consent for an IRS tax check and consumer report review. Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. The selected candidate must successfully complete a ten-year background investigation, will be subject to subsequent re-investigations every five years, as well as regular performance assessments, and be required to file an annual financial disclosure report.

The successful applicant may be required to begin employment for transition purposes by October 2, 2017.

The Clerk of Court must reside within the geographic boundaries of the district upon hire.

BENEFITS

Employees of the U.S. District Court are not classified under Civil Service, but are entitled to similar benefits:

- The opportunity to serve in a rewarding public service position, through providing support to judges and assisting to ensure equal access to the judicial system.
- Accrual of paid vacation, sick leave, and holidays.
- Extensive health, life, dental, vision, and long term care insurance plans.
- A defined benefit pension plan.
- Onsite fitness centers.
- Traditional (pre-tax) and Roth (after-tax) retirement savings and investment plans through the Thrift Savings Plan (TSP) with employer matching contributions.
- Pre-tax transportation, medical, and childcare reimbursement accounts.

- Extensive on-line training options. Travel reimbursement for in-person training and professional conferences available, funds permitting.

APPLICATION INFORMATION AND PROCESS

Qualified candidates selected for interviews must travel at their own expense.

Qualified candidates should submit via email the following:

- A cover letter and resume.
- A narrative statement, that is separate from the resume and cover letter, that includes a concise description about the candidate's management philosophy and personal leadership style. The narrative statement should be two pages or less in length.
- Names and contact information for three professional references.

All documents should be combined and emailed as one PDF attachment to:

hr-usdc@mnd.uscourts.gov

Please enter "Clerk of Court" in the email subject line.

All application materials received will be reviewed to identify the best qualified candidates. Interviews may likely be scheduled in Minneapolis in the month of July. **Only applicants selected to proceed to the next phase of the selection process will be notified.**

The U.S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without prior written notice.

An Equal Opportunity Employer