



**UNITED STATES
DISTRICT COURT
DISTRICT OF MINNESOTA**

Human Resources Office
O: (612) 664-5440
HR-USDC@mnd.uscourts.gov

**Warren E. Burger Federal
Building and U.S. Courthouse**
316 North Robert Street
Room 100
St. Paul, MN 55101

**Diana E. Murphy
U.S. Courthouse**
300 South Fourth Street
Room 202
Minneapolis, MN 55415

**Gerald W. Heaney Federal
Building and U.S. Courthouse
and Customhouse**
515 West First Street
Duluth, MN 55802

**Edward J. Devitt U.S.
Courthouse and Federal Building**
118 South Mill Street
Fergus Falls, MN 56537

NOTICE OF JOB OPPORTUNITY
Vacancy Announcement #: 2023-05

ANNOUNCEMENT DATE: January 31, 2023

CLOSING DATE: Open Until Filled; preference given to applications submitted by Wednesday, February 15, 2023, 4:30 p.m. Central Time

POSITION: Operations Supervisor, Full-time

STARTING LEVEL/SALARY: CL 27 (\$59,958 - \$97,496/annually)

AREA OF CONSIDERATION: Internal and External

LOCATION: Minneapolis, MN

POSITION OVERVIEW

The U.S. District Court for the District of Minnesota is seeking an Operations Supervisor. The Operations Supervisor supervises Intake, Jury, Records, and Criminal Duty. The Supervisor oversees jury administration, intake, attorney admissions, disposition of court records, criminal duty, and Central Violations Bureau (CVB) processes and procedures. We are seeking someone who is organized, proactive, thrives in a team environment, and is a great communicator.

REPRESENTATIVE DUTIES

- Provide training, coaching, feedback, and mentoring to the assigned staff. Establish performance goals and conduct performance appraisals.
- Ensure coverage and assignment of work for jury administration, intake, criminal duty, and attorney admissions. Ensure office coverage in assigned areas.
- Oversee the creation and maintenance of procedures for all Intake, Jury, Records and Criminal Duty processes. Develop and maintain Criminal Duty and CVB procedures including judicial preference and implement court-wide policies. Implement innovations and efficiencies in all areas supervised.
- Supervise and ensure maintenance of the Jury Management System (JMS) and the bi-annual Master Jury Wheel process.



- Oversee jury and vendor voucher payments, including jury fees, mileage, lodging, and parking costs and backup staff to perform review of jury invoices.
- Oversee management of case-related records to include disposition of jury, attorney admission, and case records. Oversee the electronic conversion of paper records to the Electronic Case Management system.
- Prepare attorney admissions schedule.
- Oversee timely responses to in person questions, helpdesk calls, chats, and email communications to assist attorneys and pro se litigants with filing questions and case status. Oversee payments at the intake counter.
- Lead trainings, projects, and participate in leadership training.
- Assist Intake Clerks to assign and open pro se cases.
- Assist Criminal Docket Clerks to assign and open criminal cases, attend hearings, and prepare minutes for initial appearances, arraignments, and hearings for preliminary detention, detention, removal, and revocation.
- Oversee coordination with the U.S. Marshal Service, U.S. Probation and Pretrial Services Office, Federal Public Defender, and U.S. Attorney's Office, to schedule hearings, prepare pretrial documents, coordinate search warrant signings, and schedule interpreters.
- Act as a backup for Criminal Duty (CVB) assignments, and supervised releases. Assist Criminal Docket Clerks in review of CVB cases before magistrate judges, meet with judicial officers and U.S. Attorney's Office, attend CVB hearings, and update disposition docket.
- Assign cases for Magistrate Judge in Bemidji, to include cases for complaints and search warrants. Review and file documents from criminal email box for Magistrate Judge in Bemidji.
- Prepare written and oral communications, including writing, editing, and proofreading policies, procedures, documents, statistical reports, and orders.
- Coordinate Electronic Case Filing procedures, processes, innovation and efficiency with Case Administrator Supervisor.
- Perform other duties and responsibilities as assigned.



MINIMUM QUALIFICATIONS

- High school diploma or equivalent; and
- Two years of general court or administrative experience; and
- One year of specialized experience that included progressively responsible administrative, technical, professional, supervisory, or managerial experience that provided an opportunity to gain: (1) Skill in developing the interpersonal work relationships needed to lead a team of employees, (2) The ability to exercise mature judgment, and (3) Knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the judiciary unit involved.

PREFERRED QUALIFICATIONS

- Bachelor's degree.
- Prior court or legal experience is highly desired.
- Excellent computer and typing skills including skills in word processing (MS Word and Excel), proficiency with the databases, scanning and uploading documents, email, and web browsers.
- Excellent organization, analytical, oral and written communication skills, including the use of proper grammar, spelling, and punctuation.
- Self-starter, good tact and judgment, discretion, and professional demeanor.
- Experience in a fast-paced and demanding environment dealing with diverse legal issues.
- Experience assigning, prioritizing, monitoring, and reviewing the work of staff. Experience and skill in mentoring and training staff.
- Proven ability to de-escalate conflict.
- Excellent customer service skills.

ENVIRONMENTAL DEMANDS

- Work is performed in an office setting and may occur in courtrooms, at off-site locations, or temporary duty stations.
- Travel is required between duty stations (between Minneapolis and St. Paul, MN).
- Some lifting may be required to handle and set up equipment in the courtroom.
- Frequently communicates with internal and external contacts. Must be able to exchange accurate information in these situations.
- Occasional work outside of normal working hours and on weekends may be necessary.



APPLICATION INFORMATION

To apply, email the PDF documents to hr-usdc@mnd.uscourts.gov and add “2023-05 Operations Supervisor position” in the email subject line.

Please include the following in PDF format:

- Application for Employment (AO78) Found here - <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>;
- Resume; and
- Name and contact information for three (3) professional references.

All application materials received will be reviewed to identify the best qualified candidates. **Only applicants selected to proceed to the next phase of the selection process will be notified.** All application materials must be attached to the email as directed.

If interviews are held in person, applicants are responsible for any travel costs.

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

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or permanent residents 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.

New employees engaging in work for the District of Minnesota are required to be fully vaccinated against COVID-19. Proof of vaccination will be required prior to entrance on duty. Contact Human Resources to discuss exemption requests.

The U.S. District Court requires employees to adhere to the [Code of Conduct for Judicial Employees](#). This position is also subject to mandatory Electronic Fund Transfer (EFT) for payroll deposit.

The final candidate is subject to FBI Fingerprinting and a background investigation, including criminal history. Employment is provisional and contingent upon a successful background check.

BENEFITS

- The opportunity to serve in a rewarding public service position.
- Accrual of paid vacation and sick leave.
- 11 paid federal holidays.
- Extensive health, life, dental, vision, and long-term care insurance plans.
- A defined benefit pension plan.



- 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.
- Transit Subsidy Program.
- On-site fitness center.

Employees of the U.S. District Court are not classified under Civil Service.

The U.S. District Court is an Equal Opportunity Employer