

**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF PENNSYLVANIA**

**Joseph F. Weis Jr. Courthouse
700 Grant Street, Suite 3110
Pittsburgh, PA 15219
Website: www.pawd.uscourts.gov**

POSITION VACANCY NOTICE

Position Title: Deputy in Charge
Vacancy Announcement No. 18-12
Location: Erie, PA
Classification Level: 27
Salary Range: \$48,951 to \$79,617
depending upon qualifications



Opening Date: November 15, 2018
Closing Date: December 7, 2018

POSITION

The Clerk of Court for the United States District Court for the Western District of Pennsylvania is seeking qualified applicants for the position of Deputy in Charge for the Erie division. The Deputy in Charge performs supervisory work related to the full range of court operations activities at a divisional office of the court. The incumbent serves as the highest ranking on-site employee of the Clerk's Office and is a first-line supervisor over multiple areas of court operations, including case administration, jury administration, records/mail management, financial administration, courtroom support, judicial support, etc. The Deputy in Charge primarily directs staff and ensures compliance with the appropriate guidelines, policies, and internal controls.

REPRESENTATIVE DUTIES

- Supervise employees involved in operational activities, including assigning and reviewing work, evaluating performance, and recommending disciplinary actions. Develop and conduct employee performance evaluations. Assist in developing work standards. Supervise, delegate, and prioritize workload. Implement staff procedures and conduct staff meetings. Oversee office functions. Identify issues and resolve disputes. Maintain accurate documentation, statistics, and employee records. Train staff on policies, procedures, and internal controls. Make recommendations regarding employee appointments, promotions, and separations.
- Oversee all functional components of the divisional Clerk's Office, including intake, docketing, records, appeals, jury, finance, and chambers support.
- Oversee receipt and review of incoming documents for conformity with federal and local rules. Monitor daily case data processing and data quality assurance activities, including case opening and closing. Arrange for or provide CM/ECF employee training. Assist attorneys and their staff with electronic case and document filing. Oversee records and mail management activities.
- Coordinate with the court's financial administrator regarding maintenance, supervision, and accountability for all on-site financial functions, including supervision of cashiers, reconciliation, and bank deposit functions, control of vault access and contents, custodial responsibility for divisional office financial records, supervision of the issuance of receipt stock, the review of mail logs, and the submission of juror attendance records.
- Develop, implement, and monitor operational, administrative, and managerial procedures, practices, systems, and techniques, including those governing trial schedules. Monitor and oversee records maintenance, storage, and control, release and certification of official records, management of physical resources, and space layout. Supervise jury and juror processing, procedures, and administration. Monitor compliance with standards and internal control procedures.

- Assist the Clerk and Chief Deputy in defining and creating long- and short-term goals regarding the efficient functioning of the divisional office and implementing and monitoring strategic plans for the accomplishment of goals.
- Advise attorneys on procedural matters related to the filing of pleadings, execute and supervise the execution of quasi-judicial duties such as the entry of default judgments.
- Implement and monitor CM/ECF procedures, including automated case assignment, docketing, and calendaring. Coordinate activities with the chief deputy clerk, operations-supervisor, information technology, case administrators, and data quality analyst to ensure systems training and quality control of all automated entries.
- Participate in budget preparation. Verify specific needs and costs and recommend changes and adjustments. Conduct periodic budget reviews for the office.
- Coordinate the work of the divisional office with other governmental agencies, court units, the Bar and the public.
- Compile, reconcile, and report statistical information on a regular basis, and coordinate data reporting with the court's data quality analyst.
- Work closely with other court management in the coordination of courtroom deputies, magistrate judge clerks, and case management clerks to ensure appropriate coverage.
- Communicate and respond to management requests regarding operations. Answer procedural questions for judges, staff, and the public. Provide customer service and resolve difficulties while complying with regulations, rules, and procedures. Abide by the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Demonstrate sound ethics and good judgment at all times. Handle confidential and sensitive information appropriately.

QUALIFICATIONS AND REQUIREMENTS

- High school graduate or equivalent.
- Two years General Experience* and a minimum of two years Specialized Experience**
- Good communication skills, both oral and written.
- Excellent organizational skills with the ability to multi-task, prioritize, follow through, and meet deadlines in a fast-paced environment. Ability to adjust priorities quickly as circumstances dictate.
- Skill in developing the interpersonal work relationships needed to lead a team of employees.

*General Experience means progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

**Specialized Experience means progressively responsible supervisory experience that provided an opportunity to gain skill in developing the interpersonal work relationships needed to lead a team of employees; the ability to exercise mature judgment; and knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the judiciary unit involved. And progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

PREFERRED

- A bachelor's degree or above from an accredited college or university.
- Two or more years of supervision experience in a court or legal environment.

BENEFITS

Employees are eligible for a full range of benefits to include retirement, health and life insurance, flexible benefits, long-term care insurance, paid holidays, and annual and sick leave accrual. Additional benefit information is available at <http://www.uscourts.gov/careers/benefits>

NOTICE TO APPLICANTS

- Applicant must be a U.S. Citizen or seeking citizenship if applicable criteria are met.
- The United States District Court is an Equal Opportunity Employer. All applications will be reviewed to identify the best qualified candidates.
- Electronic Fund Transfer (EFT) for payroll deposit is required.
- This position is classified as a high-sensitive position which requires the selected candidate to submit to a Single Scope Background Investigation (SSBI), which is a seven year background investigation with periodic updates every five years thereafter. The selected candidate will be hired provisionally pending the successful completion of the required background investigation and favorable employment suitability determination.
- Positions in the United States Courts are excepted appointments, are not under the Civil Service System, and judiciary employees are “at will.”
- Employees are required to adhere to a Code of Conduct of Judicial Employees, which is available to candidates for review at <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>
- Training opportunities available for career advancement.
- A successful completion of any testing is required prior to interview.
- Due to the volume of applications received, the court will only communicate with those applicants who will be tested and interviewed. Applicants selected for interview must travel at their own expense and relocation expenses will not be reimbursed.
- The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which may occur without prior written or other notice.
- In the event a position becomes vacant in a similar classification within a reasonable time from the original announcement, the Clerk of Court may select an appointee from the candidates who responded to the initial announcement without posting the vacancy.

HOW TO APPLY:

Consideration will only be given to those who apply online through the court’s online application tracking system and provide the required application documents by no later than December 7, 2018.

To apply, visit the Employment Section (Court Info) of the Western District of Pennsylvania website at: <http://www.pawd.uscourts.gov/employment>. Applicants will receive an email confirmation upon receipt. Incomplete applications will not be considered. Qualified applicants should submit:

- A cover letter stating the reason for your interest in the position.
- A resume, including complete employment, educational history, skills, and experience.
- A completed Application for Judicial Branch Federal Employment, AO78, which can be downloaded when accessing the online application tracking system or at <http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>