



## VACANCY ANNOUNCEMENT

### UNITED STATES DISTRICT COURT WESTERN DISTRICT OF PENNSYLVANIA

Address: Joseph F. Weis Jr. Courthouse  
700 Grant Street, Suite 3110  
Pittsburgh, PA 15219

Website: [www.pawd.uscourts.gov](http://www.pawd.uscourts.gov)



**Position:** Chief Deputy Clerk (Type II)  
**Vacancy:** 21-11  
**Duty Station:** Pittsburgh, Pennsylvania  
**Salary:** JSP 15-17 (\$131,889 -183,300)

*Starting salary commensurate with qualifications, experience, and salary history.*

#### Overview

The United States District Court for the Western District of Pennsylvania is seeking qualified applicants for the position of Chief Deputy Clerk (Type II). The Chief Deputy Clerk is a senior-level management position that reports to the Clerk of Court, serves as second-in-command/alter ego to the Clerk of Court, and has regular interaction with federal judges, high-level officials, court staff, and the public.

Under the direction of the Clerk of Court, the Chief Deputy Clerk provides leadership and direction to more than 70 staff and is responsible for the daily supervision and direction of operations and administrative functions in the Clerk's Office. The position requires an individual with the experience and leadership skills necessary to anticipate and resolve complex administrative and operational challenges with confidence and efficiency.

The Western District of Pennsylvania has three divisional offices located in Pittsburgh, Erie, and Johnstown. Travel to all divisions on a regular basis, and periodically to other U.S. locations, is a requirement of the position.

#### Representative Duties, but not limited to:

- Assist in providing leadership, management, and supervision for all 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.
- Assist with the formulation, implementation, monitoring, and modification of organizational policy and 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 Policy and local internal policies and controls.
- Analyze the overall flow of cases within the court to ensure effective case management. 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-trial matters, naturalization petitions and other reports as required.

#### How to Apply

Apply only through the court's online application tracking system which is accessed at the Employment Section (Court Info) of the Western District of Pennsylvania website: [Click here](#)

Please submit the following: a cover letter stating the reason for your interest in the position; a resume, including complete employment, educational history, skills, and experience; a narrative statement (1) explaining your management style or philosophy; (2) describing the most complex project for which you were responsible, including its planning and execution; and (3) detailing how your experience relates to the requirements and preferred qualifications of this vacancy announcement making you qualified for this position, and a completed Application for Judicial Branch Federal Employment, AO78, which can be downloaded when applying or [Click here](#)

Applicants will receive an email confirmation upon receipt. Incomplete applications will not be considered.

Only candidates selected for interview will be notified and must travel at their own expense. Relocation expenses will not be reimbursed.

#### Important Dates

Opening: December 15, 2021

Closing: Open until filled. Preference will be given to those applications received by January 15, 2022. Position will be available to begin on or after February 28, 2022.

#### District Overview

The District's jurisdiction encompasses the 25 western counties of Pennsylvania, with courthouses located in Erie, Johnstown and Pittsburgh. The District is comprised of United States District Judges, United States Senior District Judges, United States Magistrate Judges and approximately 165 employees.

### **Representative Duties (continued)**

- Supervise the management of operations ensuring adequate oversight and ongoing assessment of needs and the necessity for improvements.
- 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. Develop effective and productive relationships with these and other constituents and stakeholders.
- In conjunction with the Clerk and management team, establish and adjust long range goals, schedules, priorities and deadlines for the Clerk's Office.
- Prepare comprehensive memoranda, reports, and correspondence. Draft proposed administrative orders, procedures and local rules. Complete complex projects and perform other duties as assigned by the Clerk.
- Interact courteously and professionally with judicial officers and high-level Government, legal, law enforcement, media, and private sector officials.
- Ensure effective communication, coordination, and cooperation with other district court employees and the Clerk.
- Assist with development, administration, execution, and monitoring of the budget and financial plan. Oversee internal audits and serve as the liaison for external audits.
- Provide leadership with early warning of areas of organizational concern and critical analysis of systemic needs for improvement and recommend policy and practice adjustments.
- Assist in preparing comprehensive personnel manuals and policies that comply with applicable law and reflect best practice.
- Propose, develop, communicate, and evaluate policies, procedures, and objectives to enhance the effectiveness and productivity of the entire organization. Interpret and apply appropriate statutes, rules, and operating procedures, including the Guide to Judiciary Policy and local internal controls.
- Leverage IT assets and human resources to increase the court's operating effectiveness through the use of technology. Assist in planning for future technology needs, and coordinate plans with anticipated workload and customer needs.
- Handle special projects and assignments for the Clerk. Serve on local court committees.
- Oversee the work of court managers and other administrative staff.
- Establish performance standards and use mechanisms to measure managers' level of success in meeting performance standards.
- Assist in the review, development, and implementation of the Continuity of Operations Plan and the court's strategic plan.
- Conduct periodic staff training on relevant topics.
- Interview and recommend candidates to fill vacant positions.
- Perform other duties as assigned.

### **Qualification Requirements**

Candidates must have a minimum of six years of progressively responsible administrative, professional, or other responsible work that provided an opportunity to gain: (i) a general knowledge of management practices and administrative processes, (ii) skill in dealing with others in person-to-person work relationships, and (iii) the ability to exercise mature judgment. Additionally, three of the six years must be specialized experience that includes experience in administrative, supervisory, managerial, or professional work that provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of management.

### **Education**

A bachelor's degree from an accredited college or university is required. A graduate degree in law, public or business administration, or court administration is desirable. A JD, MBA, MPA, or other relevant degree may be substituted for up to two years of the required specialized experience.

### **Required Skills**

- Candidate should be a leader, motivator, highly organized, and always maintain a professional demeanor.
- Possess excellent oral and written communication skills, and the ability to build collaborative, interdependent, and supportive teams.
- A work history that demonstrates outstanding interpersonal, problem solving, conflict resolution, and organizational leadership skills.
- Ability to assume and delegate responsibility, manage and work with Judges and all levels of judicial staff, the bar, and the public.
- Knowledge of principles of administrative analysis and ability to organize, oversee, and complete complex projects.
- Ability to analyze and present statistical and other data in order to drive decisions.
- Demonstrated commitment to public service and the mission of the federal judiciary.
- Commitment to and history of applying principles of diversity and inclusion in decision making processes.

**Benefits**

Employees are eligible for a full range of benefits to include a retirement plan, a savings/investment plan similar to a 401(k) with matching contributions, health and life insurance, flexible benefits, long-term care insurance, paid holidays, and annual and sick leave accrual. [Click here](#) for additional information.

**Background Investigation**

This position is classified as a high-sensitive position which requires the selected candidate to successfully complete a ten-year background investigation with periodic updates every five years thereafter as a condition of employment.

The selected candidate will be hired provisionally pending the successful completion of the required background check and favorable employment suitability determination based on a mandatory background investigation.

**Applicant Information**

Employees must adhere to a [Code of Conduct](#). The Court provides reasonable accommodations to applicants with disabilities. Veterans' preference is not a factor used in Judicial Branch appointments. Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. Positions with the U.S. Courts are excepted service appointments, which are "at will" and may be terminated with or without cause. Employees are required to use electronic funds transfer for payroll deposit. 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.

*The United States District Court Western District of Pennsylvania  
is an Equal Opportunity Employer.*