

**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF PENNSYLVANIA
700 Grant Street, Suite 3110
Pittsburgh, PA 15219
Website: www.pawd.uscourts.gov**

Position Title: Clerk of Court
Vacancy Announcement #: 22-03
Location: Pittsburgh, PA
Classification Level: JSP 15 – 18
Salary Range: \$135,355 - \$211,384



Posting Date: April 5, 2022
Closing Date: Open until filled*
Start Date: On or after May 16, 2022.

* Preferred consideration will be given to applications received by April 26, 2022.

NOTICE OF VACANCY-CLERK OF COURT

The United States District Court for the Western District of Pennsylvania seeks a dedicated and experienced executive for the position of Clerk of Court.

POSITION OVERVIEW

The United States District Court for the Western District of Pennsylvania, which serves over 3.2 million people in 25 Pennsylvania counties, seeks a dedicated and experienced leader to serve as Clerk of Court. The Clerk of Court serves as the Court Unit Executive of the Court, supporting all the judges of the Court by overseeing and leading the Court's extensive administrative and operational functions. Specifically, the Clerk of Court oversees Clerk's Office staff; manages the operating budget; bears personal liability for losses of appropriated or non-appropriated funds or court property; and oversees the performance of the statutory duties of the office. The Clerk also assists in resolving complex and sensitive policy and personnel issues having a significant impact on the day-to-day functioning of the Court, and in delivering the highest standard of service to the public. The Clerk reports directly to the Chief United States District Judge and communicates regularly with the district and magistrate judges; Clerk's office staff; other court unit executives; the United States Bankruptcy Court; federal, state and local law enforcement agencies; the District's United States Attorney and Federal Public Defender; the Administrative Office of the U.S. Courts; the Office of the Circuit Executive for the Third Circuit; the Federal Judicial Center; local and regional Bar associations; and the news media. Travel and public speaking are required.

Considering the below-listed representative duties, the position of Clerk of Court requires a diverse skill set to fulfill an array of significant public responsibilities, and there may be a number of career paths appropriate to the position. By way of example, prior experience as an attorney (including as an in-house counsel and manager), as a court and public agency executive manager and supervisor, as a law firm executive (including as a non-lawyer firm/business unit leader), or as a business or non-profit executive (e.g., CEO, COO, CAO, CDO, and GC positions) may be an appropriate career path for the Clerk of Court position.

The Western District of Pennsylvania has three divisions with courthouses and operations in Pittsburgh, Erie, and Johnstown. The District Court is currently comprised of ten district judges, six senior judges, six magistrate

judges, eighty-four judicial/court staff and fifty-nine clerk's office staff. The Clerk of Court's duty station is at Pittsburgh, Pennsylvania, with the Clerk's Office at the Joseph F. Weis, Jr. Courthouse in Pittsburgh.

REPRESENTATIVE DUTIES

- Consulting with and making recommendations to the judges regarding court policies and procedures.
- Leading and directing staff responsible for the processing of civil and criminal cases, the issuance of legal process, and the maintenance of official records in the custody of the court.
- Oversight and leadership of the functions related to the Court's information management resources and needs, including but not limited to the provision of IT services within the Court and as to its interface with public users. This includes the development and implementation of controls for the maintenance of and access to highly sensitive information, the development and maintenance of sound and approved information and systems security protocols, and effective communication and interface with Circuit and national leadership and resources as to all such matters.
- Managing the jury operations of the court and making recommendations as required to improve juror utilization in compliance with the Court's Jury Selection Plan.
- Leading and directing the court's financial service function including purchasing, juror payments, CJA counsel payments and accounting functions.
- Working with members of the Bar and the public to improve the delivery of court services.
- Leading and managing staff responsible for Human Resources and overseeing the hiring, assignment, management, and discipline of personnel, and designing and managing training programs.
- Working with various governmental agencies on a variety of issues necessary to court activities such as data processing, fiscal, and personnel matters.
- Directing staff responsible for space and facilities management, utilization, and planning.
- Preparing and managing the Court's annual budget.
- Assisting the Board of Judges in the governance of the Court.
- Overseeing numerous public ceremonies and educational events (*e.g.*, naturalizations and investitures).
- Conducting special studies as directed and preparing statistical and narrative reports.
- Leading and managing staff responsible for Information Technology services, statistical analysis and reporting requirements, and inventory control.
- Assisting with the implementation of the Court's Criminal Justice Act Plan and Plan for the Utilization of Court Reporter Services.
- Directing the development and administration of the Court's comprehensive emergency preparedness and disaster recovery plans.
- Reviewing and analyzing organizational structure, functional assignments, and duties to prepare for current and future organization needs, hire, develop and lead staff, create and maintain a culture that values human resources and contributes to excellence in performance and service.
- Interacting with the Administrative Office of the U.S. Courts, the Office of the Circuit Executive, the Federal Judicial Center, other federal court units, the bar, government agencies, the media and the public to resolve complex issues of practice and procedure and to improve the delivery of Court services.

POSITION QUALIFICATIONS

Minimum Qualifications: To be qualified for appointment as Clerk of Court, a candidate must have a minimum of 10 years of progressively responsible administrative experience in public service or the private sector that provides the candidate with a thorough understanding of organizational, procedural and human aspects of managing an organization. At least 3 of the 10 years of experience must have been in a position that required substantial management responsibility, involving 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. At least a bachelor's degree from an accredited college or university (preferably in a field related to public, business or judicial administration) is required. The Court may permit credit toward this 10-year experience requirement to a maximum of 3 years for a bachelor's degree (preferably including coursework in law, government, public/business/judicial administration, with one academic year equaling 9 months experience). A postgraduate degree in public/business/judicial administration may be substituted on the same terms for one (1) additional year of general experience, and a law degree from an accredited law school may be applied for up to two (2) additional years. 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 Clerk is required to live within the judicial district upon hire, with a duty station of Pittsburgh.

Preferred Qualifications: The following are preferred: (1) a J.D. degree, or (2) an M.B.A. degree, or (3) relevant practice or leadership experience in the legal profession. Management experience in a federal or state court judicial system is highly desired. Knowledge of both federal civil and criminal rules of procedure and federal civil and criminal case progression is preferred. The candidate must be fluent in the use of technology, including mastery of Microsoft Office Suite, as well as knowledge and experience with the operation of a court-based electronic case filing system.

Required Skills: The candidate must be a leader, motivator, highly organized, and always maintain a professional demeanor. The candidate must possess excellent oral and written communication skills, and the ability to build collaborative, interdependent, and supportive teams, as well as a work history that demonstrates outstanding interpersonal, problem solving, conflict resolution, and organizational leadership skills. The candidate must have the ability to assume and delegate responsibility, manage and work with Judges and all levels of judicial staff, the bar, and the public, and have knowledge of principles of administrative analysis and ability to organize, oversee, and complete complex projects. The candidate must have the ability to analyze and present statistical and other data in order to drive decisions. The candidate must be able to demonstrate commitment to public service and the mission of the federal judiciary. The candidate must have a demonstrated commitment to and history of applying principles of diversity and inclusion in decision making processes. The candidate must have a proactive, positive approach to managing change and a creative, innovative approach to planning and problem solving.

BENEFITS

An opportunity to serve in a rewarding public service position, providing support to judges and helping ensure equal access to the judicial system. 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, which includes an FBI fingerprint check and background investigation and must sign a consent for an IRS tax check and consumer report reviews, along with periodic updates every five years thereafter as a condition of employment. The selected candidate will be hired provisionally pending the successful and satisfactory completion of the required background check and favorable employment suitability determination based on the mandatory background investigation.

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.

APPLICANT INFORMATION

Where appropriate, the court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify Human Resources at the Clerk's Office - 412-208-7536. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. The United States District Court is a smoke-free environment.

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. Judiciary employees serve under excepted appointments and are considered "at will" and employment may be terminated with or without cause or notice by the Court. No private law or Alternative Dispute Resolution or "ADR" practice is permitted concurrent with the position.

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 application documents in a single PDF:

- A letter of interest, addressed to: Clerk of Court Vacancy, Attention: Human Resources Manager
- A current resume
- A narrative statement that describes your specific experience with each of the following Executive Core Qualifications (ECQ): (1) **Leading Change** -- This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment. Leadership Competencies: Creativity & Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, Vision. (2) **Leading People** -- This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts. Leadership Competencies: Conflict Management, Leveraging Diversity, Developing Others, Team Building. (3) **Results Driven** -- This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks. Leadership Competencies: Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, Technical Credibility. (4) **Business Acumen** -- This core qualification involves the ability to manage human, financial, and information resources strategically. Leadership Competencies: Financial Management, Human Capital Management, Technology Management. (5) **Building Coalitions / Communication** -- This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals. Leadership Competencies: Partnering, Political Savvy, Influencing/Negotiating.
- A completed, signed Federal Judicial Branch Employment Application (AO 78) which can be downloaded when applying or [Click here](#)
- The names and contact information for three professional references

Applicants will receive an email confirmation upon receipt of the application. Incomplete applications will not be considered. Due to the volume of applications anticipated, the court will only communicate with those qualified applicants who are selected for an interview. Applicants scheduled to interview should advise Human

Resources if any accommodation will be necessary. Interviews may be conducted via videoconference or in person at the discretion of the Court.

Travel and relocation expenses for the successful candidate *may* be reimbursed in accordance with the Guide to Judicial Policy. The court reserves the right to modify the provisions of this job announcement or withdraw the job announcement at any time.

**The Court is an Equal Opportunity Employer
AND ENCOURAGES ALL QUALIFIED APPLICANTS TO APPLY**