



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



Position: Deputy in Charge
Vacancy: 21-07
Duty Station: Johnstown, Pennsylvania
Salary: CL 27/28 (\$51,709 - \$100,739)

*commensurate with court experience, and qualifications
If initial appointment is at CL 27, promotion potential to CL 28 will
be without further advertisement.*

Overview

The Deputy in Charge performs supervisory work related to the full range of administrative 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, while also assisting with daily case administration and other duties.

Representative Duties

- Collaborate with the Clerk and Chief Deputy Clerk to develop and implement office priorities and initiatives locally and consistent with court-wide practices.
- 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.
- Implement the vision and direction established by the Clerk and Chief Deputy Clerk.
- 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.

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; 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 testing and interview will be notified and must travel at their own expense. Relocation expenses will not be reimbursed.

Important Dates

Opening: 7/13/2021

Closing: Open until filled. Preference will be given to those applications received by July 28, 2021.

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)

- 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 and case management operations 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.
- Perform other duties as assigned.

Organizational Relationship

This position is assigned to the Clerk's Office and currently reports to Chief Deputy Clerk.

Qualification 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 is 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. Education above high school may be substituted for general experience.

Specialized Experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives or laws. 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 Qualifications/Court Preferred Skills

A bachelor's degree or above from an accredited college or university and two or more years of supervisory 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. [Click here](#) for additional information.

Background Investigation

This position is classified as a sensitive position which requires the selected candidate to submit to a background clearance, which will include a criminal history, credit and FBI fingerprint check as a condition of employment and may be subject to periodic updates. The selected candidate will be hired provisionally pending the successful completion of the required background check and favorable employment suitability determination.

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.