



**Position:** Assistant Division Manager

**Posting Period:** September 10 - September 17, 2015

**Salary:** CL 27 (\$51,324 to \$83,449)  
Possible promotion to a CL 28 without further competition

**Status:** Full Time

**Location:** Federal Courthouse, Hammond, Indiana

<b>Introduction:</b>	<p>The United States District Court for the Northern District of Indiana is accepting applications for the position of Assistant Division Manager in the Hammond Division, reporting to the Chief Deputy Clerk. The incumbent will learn to effectively coordinate all areas of the Hammond Division including civil and criminal docketing, quality control, records management, and intake. The incumbent, after demonstrating competence in all relevant areas, may be eligible for the next available Division Manager position without further competition.</p>
<b>Representative Duties:</b>	<p>Ensures efficient and effective operational practices within the Hammond Division of the Clerk’s Office including, but not limited to, docket, intake, and courtroom support.</p> <p>Evaluates employee accomplishments and contributions, their willingness to work with and help others, their ability to accept constructive feedback, and their cooperation, reliability and dependability.</p> <p>Makes recommendations on personnel actions such as selections, promotions, reassignments, disciplinary actions, and separations.</p> <p>Identifies the needs of operations staff, chambers staff, attorneys, and members of the public for information about Clerk’s Office operations. Assists in the development and presentation of operations training, which may include presentations to the bar.</p> <p>Serves as the liaison on operational issues between the Hammond Clerk’s Office and the judges, chambers staff, probation office staff, bankruptcy office staff, the U.S. Marshals Service, court security officers, General Services Administration, U.S. Attorney’s Office, Federal Public Defender’s Office, Criminal Justice Act attorneys, attorneys and the public.</p> <p>Develops expertise in the Case Management/Electronic Case Filing System (CM/ECF) and quality control procedures.</p> <p>Works closely with operations staff to identify and resolve problems and analyze data to inform and assist senior management in their decision making.</p> <p>Assists with updating district-wide documentation.</p> <p>Assists with Internet and intranet content management related to Clerk’s Office operations.</p>
<b>Qualifications/ Skills:</b>	<p>A bachelor or associates degree from an accredited college or university, preferably in business administration, public administration or related field, is preferred. Four years of progressively responsible court operations or related experience strongly preferred. Previous supervisory experience required.</p> <p>Thorough knowledge of the District Clerk’s Office and its function within the court system. Thorough knowledge of all applicable procedural rules including the Federal Rules of Civil and Criminal Procedures. Knowledge of and ability to comply with the <i>Code of Conduct for Judicial Employees</i> and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment. Ability to lead a team of employees in the implementation of new ideas and better work procedures; demonstrated skill in maximizing employee performance. Skill in identifying, understanding, and responding to customer needs. Superior ability to communicate accurately and effectively, both orally and in writing, within and outside the court unit. Ability to work collaboratively with personnel from other divisions to promote teamwork and camaraderie. Experience in supervising a variety of positions within an office environment. Effective computer skills and knowledge of computer processes and capabilities.</p>

Conditions of Employment:	This position is classified as a sensitive position, therefore, the successful applicant will be required to submit to a background clearance, which will include a fingerprint check. Applicants must be United States citizens or eligible to work in the United States. All application information is subject to verification. Employees of the United States District Court are excepted service appointments (“at will” and can be terminated with or without cause by the court). This position is subject to mandatory electronic fund transfer participation for payment of net pay.
Benefits	Judiciary employees serve under excepted appointments, not civil service, but are entitled to the same benefits as other federal government employees. Some of these benefits include paid vacation and sick leave, paid holidays, and retirement benefits. Optional benefits include health and life insurance, disability and long-term care insurance, dental and vision insurance, and a tax-deferred savings plan. Time-in-service credit is available to employees of other federal agencies, as well as for those with prior military service, for determining leave accrual and retirement benefits.
Application Process:	Qualified applicants are invited to submit a cover letter, detailed resume, college transcripts, and an Application for Judicial Branch Employment (available at <a href="http://www.innd.uscourts.gov/Employment">www.innd.uscourts.gov/Employment</a> ). All materials should be sent in one pdf document to <a href="mailto:humanresources@innd.uscourts.gov">humanresources@innd.uscourts.gov</a> . Resume packets must be received by 5:00 p.m. CDT September 17, 2015. Only applicants selected for an interview will be notified.

A detailed job description is available here: [Assistant Division Manager](#)

The United States District Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, and/or fill the position earlier than the closing date. Any such actions may occur without prior written or other notice. Participation in the interview process will be at the applicant’s own expense. The court will not pay for relocation expenses.

*The United States District Court is an Equal Opportunity Employer*