



United States District Court, Northern District of Indiana
204 S. Main Street
South Bend, IN 46601
www.innd.uscourts.gov

Vacancy Announcement Number: 2021-04

VACANCY NOTICE

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| Position Title: Chief Deputy Clerk (Type II) | Opening Date: October 4, 2021 Closing Date: October 18, 2021 |
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| Appointment Type: Full-Time Regular, Excepted Service |
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| Duty Station: South Bend or Hammond |
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| Salary: JSP 14/1 to JSP 16/10* (South Bend \$108,885 - \$195,273; Hammond \$120,755 - \$216,560)* <i>*Salary range exhibits full earning potential of position using current Pay Tables. Starting salary is commensurate with work experience, education, qualifications, and local court policy. Candidates generally start in the low to mid salary range. Position is promotion eligible up to JSP 16 without further competition.</i> |
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Introduction:

The United States District Court for the Northern District of Indiana is accepting applications for the position of Chief Deputy Clerk (Type II). The district has three divisions: Hammond, South Bend and Fort Wayne. The Hammond division has offices in Hammond and Lafayette. The Clerk's Office has a staff of 49 employees in four offices and supports 14 judges. The Chief Deputy Clerk is a senior-level management position that assumes the duties and responsibilities of the Clerk of Court in the Clerk's absence. Under the direction of the Clerk of Court, the Chief Deputy Clerk is responsible for the daily supervision and administration of the Clerk's Office, administrative staff, managing special projects and assignments as needed, and helping to develop court-wide policies. The position may be located in the Hammond or South Bend division. Periodic travel to all divisions on a regular basis is a requirement of the position.

Duties and Responsibilities:

The incumbent assists the Clerk in the supervision and management of the office, including areas such as automation, jury, the Case Management/Electronic Case Filing (CM/ECF) system, records management, statistical reporting, quality assurance, budget, procurement, finance, human resources, staffing, and procedural manuals. The Chief Deputy also assists in planning, developing, implementing, and refining office policies, procedures, and programs to enhance the productivity of the total organization. The

incumbent performs a full range of high-level functional and supervisory duties. Responsibilities of this position include, but are not limited to:

- Reviews and analyzes organizational structure, reporting relationships, and functional assignments, striving to meet current and future organizational needs.
- Assists in providing leadership, management, and supervision for all operations of the Clerk's Office through coaching, mentoring, training, and facilitating constructive communication.
- Develops and communicates policies, procedures, and objectives of management to employees to enhance the productivity of the entire organization.
- Completes complex projects including, but not limited to, studies of operational areas and implementation of new local or national programs.
- Oversees the work of court managers and other administrative staff.
- Manages the preparation of cyclical audits.
- Establishes performance standards and uses mechanisms to measure managers' level of success in meeting performance standards.
- Prepares and submits employee appraisals and development plans in accordance with personnel policies.
- Serves as backup to Human Resources when needed.
- Assists in the review, development, and implementation of the Continuity of Operations Plan and the court's strategic plan.
- Conducts periodic staff training on relevant topics.
- Interviews and recommends candidates for vacant positions.

Qualifications, Skills and Requirements:

Candidates must have a minimum of six years of progressively responsible administrative, supervisory, technical, professional, or managerial experience that provided an opportunity to gain: (1) a thorough knowledge of management practices and administrative processes; (2) skill in dealing with others in person-to-person work relationships; (3) the ability to exercise mature judgment, and (4) the ability to communicate effectively both orally and in writing to a wide variety of people. At least three of the six years of experience must have been in a position with substantial management responsibility. The successful candidate should be a leader, motivator, highly organized, and possess a high degree of integrity. The demands of the position require an individual who is adaptable to varied responsibilities in which personal initiative and excellent communication skills are highly valued.

A bachelor's degree from an accredited college or university is required. At the Court's discretion, educational substitutions may be made for some experience requirements and experience substitutions may be made for some educational requirements. Preferred candidates are those with supervisory experience and experience in a legal environment, especially the federal courts. Prior experience working in a Clerk's Office of a District Court and knowledge of the operations section is also strongly preferred.

Other highly preferred qualifications include knowledge of and progressively responsible experience in court or legal management, most importantly in court operations, with additional expertise in information technology, space and facilities, human resources, finance, budget and/or procurement. Experience in the federal court environment is advantageous, particularly when combined with a comprehensive understanding of Civil and Criminal CM/ECF, HRMIS, JMS, JIFMS/CCAM and a working knowledge of

Microsoft Office. Experience in a legal field which required knowledge, interpretation, and application of Federal Rules of Civil and Criminal Procedure and federal statutes is highly desired.

Conditions of Employment:

Judiciary employees are required to adhere to the Code of Conduct for Judicial Employees. This position is classified as a high-sensitive position within the Federal Judiciary; therefore, the successful applicant will be hired provisionally pending the successful completion of a required ten-year background investigation that includes FBI fingerprinting and ends with a favorable employment suitability determination. Reinvestigation may be required routinely thereafter. Applicants must be United States citizens or eligible to work in the United States. All application information is subject to verification. Judicial Branch employees of the United States District Court are excepted service appointments, are not under the Civil Service System, are not subject to the employment regulations of competitive service and are “at-will” employees who 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:

The Federal Judiciary offers a comprehensive and diverse benefits package that includes 11 paid holidays per year, paid annual leave, paid sick leave, a Basic Benefit Plan (Annuity), and a defined contribution retirement savings and investment plan with capped matching employer contributions. Additional benefits include participation in the Federal Employees Health Benefits (FEHB) Program, the Federal Employees Group Life Insurance (FGLI) Program, the Federal Employees Dental and Vision Insurance Program (FEDVIP) and additional supplemental programs that include a Commuter Benefit Program; Long-Term Care Insurance; private long-term disability plan; and a Flexible Benefits Program. 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 specifying how they satisfy the qualifications of this position, a comprehensive Résumé, and an Application for Judicial Branch Employment [Form AO-78 \(Federal Judicial Branch Application for Employment \(uscourts.gov\)\)](#). Submit by email **all** material in a **single pdf** to humanresources@innd.uscourts.gov, referencing the Vacancy Announcement Number in the subject line. **To be considered, all application packets must be received by 5:00 p.m. ET on October 18, 2021. Incomplete packets and those submitted after the deadline will not be considered.** Verification of employment, education, and reference checks will be made prior to any offer of employment.

Applicants scheduled to interview should advise the Human Resources’ staff if any accommodation will be necessary. Participation in the interview process will be at the applicant’s own expense. The Court will not pay for relocation expenses. Only those applicants selected for an interview will be contacted.

The Court reserves the right to fill the position earlier than the closing date, modify the conditions of this job announcement, and/or to withdraw it. Additionally, the Court reserves the right to reopen the posting to solicit applications from additional applicants should the Court deem this necessary. If a subsequent vacancy in a similar classification becomes available within a reasonable time of this announcement, the Court may elect to select a candidate from the original qualified applicant pool. Any such actions may occur without prior written or other notice.

Indiana Northern District Court is an Equal Opportunity Employer.