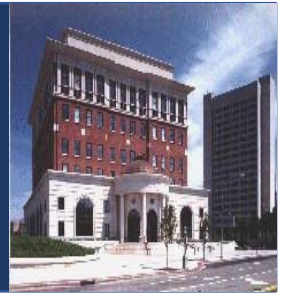




# UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



**Position:** Clerk of Court

**Vacancy No.:** 24-03

**Location:** 500 Pearl Street, New York, NY 10007

**Term:** Permanent

**Class Level:** JSP-18

**Salary:** \$243,300

**Opening Date:** 06/28/2024

**Closing Date:** Position will remain open until filled, with priority given to applications received by July 26, 2024.

## BENEFITS:

- Paid Annual & Sick Leave
- 11 Paid Holidays
- Employer-subsidized Health Insurance
- Group Life Insurance
- Supplemental Vision/Dental Insurance
- Retirement Benefits Plan (FERS)
- Thrift Savings Plan (TSP)
- Flexible Spending Accounts
- Transit Subsidy Program (subject to eligibility requirements)
- Pre-tax benefit programs
- On-site fitness center
- Employee assistance program (EAP)

## CONDITIONS OF EMPLOYMENT:

Applicants must be:

- (1) a U.S. citizen or
- (2) a lawful permanent resident (i.e., green card holder) who is seeking citizenship as outlined in 8 U.S.C. §1324b(a)(3)(B).

## ABOUT THE COURT:

The District of New York held its first session on the first Tuesday of November 1789 at the Old Royal Exchange in lower Manhattan presided over by Judge James Duane, who was appointed by President Washington. It was the first Court to sit under the new United States Constitution, preceding the United States Supreme Court by a few months. The District and its successor, the Southern District of New York, have sat continuously in New York, NY, since 1789. The United States District Court for the Southern District of New York, which comprises the counties of New York, Bronx, Westchester, Rockland, Putnam, Orange, Dutchess, and Sullivan, hears cases in Manhattan, White Plains, and Poughkeepsie.

## POSITION OVERVIEW:

The United States District Court for the Southern District of New York is seeking a dynamic, inspiring, innovative, and effective leader for the position of Clerk of Court. This is an executive-level management position, responsible for significant elements of the operational and administrative management of the Court. The Clerk of Court collaborates with other district courts within the Second Circuit and nationally with the Administrative Office of the U.S. Courts. The Clerk of Court also collaborates with the Court's District Executive, who is responsible for other significant elements of the operational and administrative management of the Court. The Clerk's Office staff comprises 174 employees and serves 45 U.S. District Judges (active and senior) and 18 Magistrate Judges. The Clerk of Court serves under the direction of the Chief District Judge, works with Committees of the Board of Judges, the District Executive, and other Court Unit Executives, and is responsible for performing the statutory duties of the Office of the Clerk pursuant to 28 U.S.C. § 751.

Responsibilities of the Clerk of Court include but are not limited to:

### Principal Duties:

- Overseeing all filings in civil and criminal cases, and promoting and maintaining the integrity of official records in the custody of the Court.
- Working with the Court, members of the Bar, and the public to improve the delivery of Court services.
- Making recommendations to the Court on matters affecting the orderly and expeditious directing of the Court's business, and with respect to local rules and Court policies and procedures affecting the operations of the Court.

## CONDITIONS OF EMPLOYMENT (continued):

Note: Some noncitizen applicants who are permanent residents may not yet be eligible to apply for citizenship at the time they begin. Such individuals may still lawfully be employed if they provide an affidavit indicating that they intend to apply for citizenship when they become eligible to do so.

Employees of the United States District Court are not included in the government's Civil Service classification and are at-will employees.

All employees, interns and volunteers are required to adhere to the Code of Conduct for Judicial Employees available for public review on the [USCourts.gov website](https://www.uscourts.gov).

The successful candidate for this position is subject to a background check. This position is subject to mandatory electronic funds transfer for payment of net pay.

All internal applicants will receive an email confirming receipt of their application. If confirmation is not received within two days after the vacancy closes, please contact Human Resources.

The Southern District of New York values diversity and is committed to inclusion in the workplace. We encourage applications from all qualified individuals and seek a diverse pool of applicants.

- Working with governmental agencies on matters necessary to conduct Court business.
- Creating a vision of excellence through strategic planning in an environment of limited and decreasing resources.
- Creating, maintaining, and promoting a diverse and inclusive workplace that values each member of the Court community and is attuned to the needs of the Court, its judges, attorneys, and litigants.
- Providing the administrative and operational infrastructure necessary to achieve the Court's mission including hiring and assigning personnel, as well as designing and managing training programs.
- Preparing and managing the annual Clerk's Office budget, which includes budgetary and staffing projections.
- Serving as the financial officer of the Court and the custodian of all funds, with responsibility for the highest level of care and the proper collection, maintenance, accounting, and disbursement of funds and collateral.
- Coordinating and preparing statistical studies and reports as required by the Court, the Second Circuit, the Administrative Office of the U.S. Courts, and the Judicial Conference of the United States.
- Managing staff responsible for automation and information technology services, cybersecurity initiatives, statistical analysis and reporting requirements, certain inventory control, and human resources management.
- Managing the Court's selection and use of juries and making recommendations as required to improve juror utilization.

## REQUIRED QUALIFICATIONS:

- Candidates must possess, at a minimum, ten (10) years of progressively responsible administrative experience in public service or business and a thorough understanding of organizational, procedural, and human aspects of managing a large organization.
- A bachelor's degree is required, preferably with an emphasis on government, public, business, or judicial administration or a related field.
- At least three (3) of the ten (10) years of experience must have been in a position of substantial management responsibility at an executive level. Such experience typically includes finance management, oversight of information technology and human resources functions, and long and short-range planning.
- An attorney who is in the active practice of law in either the public or private sector may substitute such active practice on a year-for-year basis for up to five (5) years of the administrative experience requirement.
- An attorney who has served as a federal judicial law clerk may substitute such service on a year-for-year basis for up to five (5) years of the administrative experience requirement.
- Candidates must have the ability to lead with vision, sustain a high level of organizational excellence, articulate management priorities, foster strong and effective working relationships, and work collaboratively with others.

#### **ADDITIONAL INFORMATION:**

Only those applicants selected for an interview will be contacted and interviewees must travel at their own expense.

Reimbursement for relocation is not available.

The incumbent will principally work from the Manhattan courthouse, and will also routinely travel to and work from the White Plains courthouse. Periodic travel outside the district, including some overnight travel, will be required.

Employees of the United States Courts are excepted service appointments. Federal government civil service classifications or regulations do not apply.

All offers of employment are provisional pending successful completion of a background check or investigation and a favorable employment suitability determination.

#### **PREFERRED QUALIFICATIONS:**

- Completion of a Juris Doctor (JD) degree, or a master's degree in court, public, or business administration or administrative or legal studies.
- Prior managerial work experience in a federal district or bankruptcy court or state judicial system, along with knowledge of federal court procedures and operations, office automation including CM/ECF, and the federal court budget process.
- A performance history that demonstrates proven skills in managing limited resources against multiple demands and strong organizational, prioritizing, problem-solving, and conflict resolution skills.
- Excellent written and verbal communication skills and the ability to listen to others' suggestions with an open mind to ensure forward, creative thinking; exceptional presentation skills and the ability to interact effectively with judicial officers; and the ability to resolve conflict through thorough investigation and mediation skills.

#### **REQUIRED COMPETENCIES:**

Candidates must have leadership and interpersonal skills necessary to manage and motivate a diverse and complex organization; a performance history that demonstrates the ability to lead with vision, articulate priorities, and develop staff; skill in anticipating and overcoming operational and personnel conflicts to sustain a high level of organizational excellence; skill in process management and improvement; strong understanding and use of technology; the ability to understand technology changes and integrate those changes into existing systems or practices; the demonstrated ability to foster strong and effective interorganizational relationships; skill in managing a budget; and a proven history of mentoring teams to meet and exceed professional goals.

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#### **APPLICATION PROCEDURE:**

To be considered, application packages must include:

1. Cover letter of no more than three pages, describing: (a) management philosophy and approach, (b) relevant knowledge, skills, and abilities, (c) experience in executive leadership and management, planning and development, internal controls, risk management and continuity of operations management, and (d) the position for which the application is submitted, including the vacancy number.
2. Resume outlining educational background and employment history, including any specialized experience, management experience, functions managed, and the number and composition of personnel supervised.
3. List of at least three professional references with contact information. The references will be contacted only after notifying the applicant and during the later stages of the recruitment process.
4. Examples that demonstrate a variety of oral and written skills, including two writing samples. Writing samples should not exceed five pages in length.
5. A 500-word (or less) description of your experience managing multiple priorities and a high volume of work.
6. Completion of the online AO-78, Federal Judicial Branch Application for Employment, which can be downloaded at <https://www.uscourts.gov/sites/default/files/ao078.pdf>.

Only applications submitted via email will be accepted. Applications are required to be submitted in a single PDF document, and candidates must include the vacancy number and position title in the subject field of the email containing the application. Applications submitted as zip files, cloud files and/or links will not be accepted. Applications that do not conform to the above procedures will not be considered. Please submit your application to: [DEjobs@nysd.uscourts.gov](mailto:DEjobs@nysd.uscourts.gov)



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**EQUAL OPPORTUNITY EMPLOYER**

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