



UNITED STATES DISTRICT COURT MIDDLE DISTRICT OF NORTH CAROLINA

Revised VACANCY ANNOUNCEMENT

Announcement Number: **24-06**

Opening Date: **July 19, 2024**

Closing Date: **Open until filled**

(Position available in October, 2024.)

Priority consideration will be given to applications received by September 4th, 2024.

Clerk of Court

DUTY STATION: GREENSBORO, NC

JSP 16-17 (\$168,577 - \$224,178)

Salary determined by qualifications and experience as outlined below.

POSITION DESCRIPTION

The United States District Court for the Middle District of North Carolina is seeking a dynamic, inspiring, and effective leader for the position of Clerk of Court. This is an executive-level management position, responsible for operational and administrative management of the Court.

The Clerk of Court serves under the direction of the Chief District Judge and is responsible for performing the statutory duties of the Office of the Clerk pursuant to 28 U.S.C §751. The Clerk of Court acts as liaison and works cooperatively with other federal and local government agencies, bar groups, media representatives, and the public. The Clerk of Court provides leadership and direction to approximately 35 staff members of the Clerk's Office.

This position is located in Greensboro, North Carolina and will require travel within the district (Winston-Salem and Durham courthouses), as well as some out of district travel for meetings and conferences.

REPRESENTATIVE DUTIES

- Overseeing all filings in civil and criminal cases and promoting and maintaining the integrity of official records in the custody of the Court.
- Analyzing and making recommendations on statutes, local rules, and procedures affecting the operation of the Court.
- Working with other court units and governmental agencies on matters necessary to conduct Court business.
- Providing the administrative and operational infrastructure necessary to achieve the Court's mission including hiring and assigning personnel, as well as overseeing training programs.
- Managing the Clerk's Office budget.
- Directing the Court's financial, procurement, and facilities services functions.
- Managing staff responsible for automation and information technology services, cybersecurity initiatives, statistical analysis and reporting requirements.

- Managing the Court’s selection and use of juries and making recommendations as required to improve juror utilization.
- Directing development and administration of comprehensive emergency preparedness plans.
- Promoting a positive work environment while embracing and supporting a diverse and inclusive workplace.

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, 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.

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.

BENEFITS

Federal benefits include eleven paid holidays, paid vacation and sick leave, participation in the Federal Employees Retirement System and matching and tax-deferred Thrift Savings Plan. Optional participation in Federal Health Insurance, Federal Group Life Insurance Program, Flexible Benefits Program, Federal Judiciary Long Term Care Insurance Program, and private long term disability insurance. A comprehensive summary of benefit information is available for review via [Benefits | United States Courts \(uscourts.gov\)](http://uscourts.gov).

INFORMATION FOR APPLICANTS

The United States District Court requires employees to adhere to a code of conduct which is available on the judiciary's web site at <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct>. As a condition of employment, the final candidate will be subject to a preliminary background investigation including fingerprint and criminal record checks. Employment is provisional pending the successful completion of a ten-year, full field OPM background investigation, and favorable suitability determination. The Court will screen all applications and only the best qualified applicants will be invited for interviews.

This position is subject to mandatory electronic funds transfer (direct deposit) of federal wages for court employees. The United States District Court is a smoke-free environment. Applicants must be U.S. citizens or eligible to work in the United States.

TO APPLY:

To apply for this position, qualified applicants are required to submit the following:

- Cover Letter.
- Completed AO78 ([Application for Federal Employment](#)).
- Statement of Qualifications.
- Resume detailing years of specialized experience, including management experience, functions managed, and the number/composition of personnel supervised.
- List of at least (3) professional references along with contact information. The references will be contacted *only* after notifying the applicant and during the final stage of the recruitment process.
- Provide examples that demonstrate a variety of oral and written skills. Please include writing examples and limit your response to (3) pages or less.
- A separate narrative of no more than two pages that describes applicant's leadership style, philosophy, and vision, with a description of the applicant's experience with information technology and systems.

All documents listed above must be submitted for the application to be considered complete. Incomplete applications will not be considered for the next steps in the recruitment process. Please submit completed application packets as a single pdf document via e-mail to: ncmdml_persnnl@ncmd.uscourts.gov.

**Interview expenses are not reimbursable; relocation expenses may be considered reimbursable contingent on budget.*

The United States District Court is an Equal Opportunity Employer.