

United States Court of Federal Claims

Announcement Number:	CFC-2009-04
Position Title:	Clerk of Court
Open Date:	05/11/2009
Close Date:	06/11/2009
Type of Appointment / Position:	Permanent / High Sensitive As a condition of employment, a ten-year background, income tax, and credit investigation of the selected candidate must be successfully completed, with reinvestigation every five years thereafter.
Grade / Salary Range:	JX 17 / \$162,749 - \$162,900
Duty Location:	Washington, D.C. (located across from the White House and Lafayette Park, one block from McPherson Square Metro)
Who May Apply:	US Citizens

POSITION OVERVIEW: The clerk of court is appointed by the judges of the court in which he or she serves. This is a high-level management position that functions under the direction of the chief judge of the court. The clerk of court is responsible for managing the administrative activities of the clerk's office and overseeing the performance of the statutory duties of the office.

REPRESENTATIVE DUTIES: Consulting with and making recommendations to the judges regarding court policies and procedures. Hiring and assigning personnel and designing and managing training programs. Preparing and managing the annual budget. Conducting special studies as directed and preparing statistical and narrative reports. Working with various governmental agencies on a variety of matters necessary to court activities such as information technology and fiscal and personnel matters. Directing through subordinate staff the court's financial service function including purchasing and accounting functions. Directing staff responsible for the processing of civil cases, including electronic processing, issuance of process, and maintenance of official records in the custody of the court.

MANDATORY REQUIREMENTS:

Experience:	<ul style="list-style-type: none"> • General: A minimum of ten years of progressively responsible administrative experience in public service or business which provides a thorough understanding of organizational, procedural, and human aspects of managing an organization. • Management Responsibility: At least three of the ten years experience must have been in a position of substantial management responsibility. • Practice of Law--Active Practice: An attorney who is or has been in the active practice of law in either the public or private sector may substitute active practice on a year-for-year basis for the management or administrative experience requirement.
Educational Requirement:	<ul style="list-style-type: none"> • Bachelor's degree from an accredited four-year college or university.
Educational Equivalents:	<ul style="list-style-type: none"> • Undergraduate: Education in a college or university of recognized standing may be substituted for a maximum of three years of the required general experience on the basis of one academic year of education equals nine months of experience. A bachelor's degree from a college or university of recognized standing may be substituted for three years of the required general experience. Preferably such degree should have included courses in law or government, or public, business, or judicial administration or related fields. • Postgraduate: A postgraduate degree in public, business or judicial administration from such a college or university may be substituted for one additional year of the required general experience. • Legal: A degree from an accredited law school may be considered as qualifying for two additional years of the required general experience.
Other Requirements:	<ul style="list-style-type: none"> • Excellent leadership and interpersonal skills and excellent written and oral communications skills. • Bondable. • The selected candidate will be subject to a ten-year background, income tax, and credit check as a condition of employment. • Employees are required to use Electronic Fund Transfer (EFT) for payroll deposits.

DESIRABLE QUALIFICATIONS:

- A Juris Doctor (J.D.) degree is preferred.
- A masters degree or post-graduate certification, in either case in a relevant area, is desirable.
- Preference will be given to court administrators. Experience in the federal court system.

BENEFITS: 10 holidays • 13-26 days annual leave (increases with service) • 13 days sick leave • Federal Employees' Retirement System • Thrift Savings Plan • Commuter Benefit Program/Metro Transit Subsidy Program • Flexible Spending Accounts • Credit Union membership • Insurance available for health, dental, vision, life, and long-term care.

HOW APPLICANTS WILL BE EVALUATED: All materials must be received by the Human Resources Manager by 5:00 PM on the closing date. Incomplete or late application packages will not be considered. The materials sent with the application will not be returned. Faxed applications will not be considered. Send only those materials needed to evaluate the application. Please do not place the application in a notebook or binder.

An applicant will be evaluated based upon the information contained in the complete application package. An applicant will also be evaluated based on the qualifications, references, and responses provided during one or more interviews. In responding to interview questions, an applicant should be sure to cite specific examples of experience, explain exactly the actions taken, and the outcome obtained.

HOW TO APPLY: Submit the complete application package in paper format via U.S. Postal Service or commercial mail service (FedEx, UPS, etc.) to the address listed below or by emailing to uscfc_applications@ao.uscourts.gov. Faxed applications, applications mailed using official government postage, and applications submitted through an internal federal government mail system will not be considered. Hand delivered applications will not be accepted.

QUALIFIED APPLICANTS MUST SUBMIT THE FOLLOWING DOCUMENTS:

1. Cover letter referencing job announcement number;
2. Detailed résumé including education, work history, salary history, three professional references, and certified copies of all college and post-college transcripts;
3. Narrative statement not to exceed two pages in length addressing the applicant's management philosophy and ability to: (a) plan and implement the most effective use of resources, including human and financial, to achieve objectives; (b) interpret, understand, and implement the policies of the court; and (c) interact with a diverse working group including judges, court executives, other governmental agencies, peers, staff, and the public;
4. Two writing samples originally authored by the applicant (i.e., without editing by another);
5. A current or former federal employee must submit a copy of his or her most recent SF 50/DD 214 and a copy of his or her most recent performance evaluation.

Only those qualified applicants selected for an interview will be contacted and must travel at their own expense. Reimbursement for travel and/or relocation is not available.

SEND YOUR COMPLETE APPLICATION PACKAGE TO:

Human Resources Manager
U.S. Court of Federal Claims
717 Madison Place NW
Washington, D.C. 20005

OR

Send required documentation in Adobe PDF format to: uscfc_applications@ao.uscourts.gov

WHAT TO EXPECT NEXT:

- We will conduct an evaluation of each applicant's qualifications and materials after receipt of a complete application package.
- Applicants selected for an interview will be contacted. Interviews may commence immediately.
- We reserve the right to modify the conditions of this job announcement, to withdraw the job announcement, to commence interviews immediately, or to fill the position sooner than the closing date, any of which actions may occur without prior written or other notice.

No phone calls please. Only qualified candidates selected for an interview will be contacted.
Equal Opportunity Employer.