

## Career Opportunity



### UNITED STATES DISTRICT COURT EASTERN DISTRICT OF KENTUCKY VACANCY ANNOUNCEMENT - NO. 18-04

<b>Position:</b>	Deputy in Charge
<b>Location:</b>	Frankfort, Kentucky
<b>Salary Range:</b>	\$58,700 - \$95,388 (CL 28) Based on Qualifications and Judiciary Policy
<b>Opening Date:</b>	June 12, 2018
<b>Closing Date:</b>	June 26, 2018

The Clerk's Office of the U.S. District Court for the Eastern District of Kentucky is accepting resumes for the position of Deputy in Charge in Frankfort, Kentucky. The Deputy in Charge is responsible for the management of a divisional Clerk's Office and reports directly to the Clerk of Court. The Deputy in Charge performs and coordinates administrative, technical and professional work related to multiple administrative functions including management of a divisional Clerk's Office.

#### **Representative Duties:**

- Supervise the daily operations of the divisional Clerk's Office which includes case administration; courtroom services, including division jury function; case intake, records management, statistical reporting; financial, budget and procurement function, distribution of all incoming mail; and quality control complying with several applicable procedural guides and federal and local rules.
- Plan, organize, evaluate and develop staff performance goals ensuring that subordinates are working in harmony with the goals of the Court.
- Plan and delegate work to be accomplished by subordinates, including priorities and time schedules; give advice or assist with work-in-progress; approve, revise or reject completed work; identify training needs and conduct training; establish performance standards and hear and resolve complaints; coordinate coverage and approve all leave requests for divisional office clerk's staff; assist with personnel problems when possible; develop or

accept recommendations from subordinates to increase productivity and/or quality of work produced by division.

- Keep subordinates informed of the policies and procedural changes.
- Manage the daily financial operation of the divisional office; prepare financial reports; maintain inventory; purchase and maintain supplies within prescribed budget; and make recommendations with regard to space and facilities.
- Define needs and alternatives; develop plans and set and achieve short and long range goals; advise senior managers of the district in all areas of division needs, objectives, and capabilities, including anticipation of future requirements and objectives.
- Manage the daily operation of the divisional office's telephones, space and procurement requirements, automation and automation equipment; assess problems, materials needed, equipment operation and facilities necessary to accomplish work.

### **Minimum Qualifications**

A high school diploma or equivalent along with three years of specialized experience in an administrative, professional, or technical position that provided an opportunity to gain: (1) the skill in dealing with others in person-to-person work relationships; (2) the ability to exercise mature judgment; and (3) a knowledge of the basic concepts, principles, and theories of management. At least one year of experience must be equivalent to work at CL-27. Applicant must have knowledge of federal and local rules, practices, and procedures.

Other Requirements: Ability to communicate information accurately, effectively, and in a timely manner to individuals within and outside the court unit. Applicant must be extremely detail-oriented, and possess strong organizational and communication skills. Applicant must have the ability to handle confidential personnel matters professionally.

### **Conditions of Employment**

The position is an excepted appointment subject to background investigation, and all appointments are provisional upon a favorable suitability determination. The position is eligible for federal benefits. Applicants must be U.S. citizens or eligible to work in the United States. Employees of the U.S. District Court are "at-will" employees. All appointments are subject to mandatory electronic funds transfer for payment of net pay. The U.S. District Court for the Eastern District of Kentucky is an equal opportunity employer and values diversity in the workplace.

### **Application Procedures and Additional Information**

To apply, please submit a cover letter, resume, contact information for three references, and salary history to: [deputyinchargevacancy@kyed.uscourts.gov](mailto:deputyinchargevacancy@kyed.uscourts.gov).

The Court reserves the right to modify the conditions of this vacancy announcement at any time, or withdraw it, without prior notice. Travel to interview and relocation expenses will not be reimbursed.

Only applicants selected for interview will be contacted. No phone calls please.