



CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT

Southern District of Mississippi

Vacancy Announcement MSSD 2013-1

POSITION

CLERK OF COURT

LOCATION

Jackson, Mississippi

SALARY/TARGET

JSP 16/17 -- \$133,389 - \$165,300

POSITION AVAILABLE

January 13, 2014

Prior to the official start date, the selected candidate will be employed as the "interim clerk" for a limited period, with the current Clerk of Court, in order to familiarize him/herself with court staff and operations.

APPLICATION CLOSING DATE

Applications will be received through July 22, 2013.

ANNOUNCEMENT

MSSD 2013-1

POSITION OVERVIEW

The United States District Court for the Southern District of Mississippi is accepting applications for the full-time position of **CLERK OF COURT**. The Southern District includes the headquarters in Jackson and staffed divisional offices in Hattiesburg, Gulfport and Natchez. The District has six district judges, four senior judges, five magistrate judges and the Clerk's office has a current staff of 55 employees.

The Clerk of Court is appointed by the Court's Board of Judges and has overall management authority and responsibility for the non-judicial components of the court. As the Court's chief administrative officer, the Clerk works closely with the Chief Judge in assuring that the administrative and operational needs of the Court are effectively and efficiently met. The Clerk is responsible for providing administrative support services in the areas of human resources, systems technology, space and facilities, records management, civil and criminal case load management, budget and court staff management. The Clerk serves as the Court's liaison and works cooperatively with federal and local government agencies, bar groups, media representatives and the public. The position requires an individual who possesses the leadership, management, communication skills and technical expertise necessary to anticipate and resolve complex administrative, budget, and operational challenges quickly and effectively. The Clerk serves at the pleasure of the Court and is responsible for performing the statutory duties of the office of the Clerk pursuant to 28 U.S.C. §751.

The Clerk consults with and makes recommendations to the Chief Judge relating to court policies and procedures. The Clerk is also the official custodian of the records and dockets of the Court and is accountable for all fees, costs, and other funds collected by the Court. As the certifying officer for the Court, the Clerk is responsible for the efficient use of the Court's human, fiscal, and physical resources, and manages the administrative, budget and operational activities of the clerk's office to ensure that its statutory duties are properly discharged. The Clerk works closely with the Bankruptcy Court, Probation Office, other federal courts, Fifth Circuit Court of Appeals, the Administrative Office of the United States Courts, various bar associations, governmental agencies, and the public. Responsibilities include but are not limited to:

REPRESENTATIVE DUTIES

- Developing, implementing and perfecting administrative and managerial techniques, systems, methods, programs and procedures.
- Assisting with the development and oversight of the court budget, to include the creation and implementation of long and short term budget plans.
- Supervising and responsible for reporting and accounting of all money received and processed through the office, including adapting and installing new or improved methods, systems and procedures for assuring the accuracy of accounts and for facilitating the receipt, deposit and disbursement of monies processed.
- Providing executive level support for development and implementation of information technology projects and oversight of space and facilities matters.
- Reviewing and analyzing organizational structure, functional assignments and duties to prepare for current and future organizational needs and shifts.
- Establishing and adjusting long range schedules, priorities, deadlines for completion of work assignments, and coordinating project design and implementation with other court units as needed.
- Establishes proactive relationships with the bar, other court units, AO committees, and governmental agencies to facilitate and improve the delivery of court services.
- Assigning, explaining and overseeing work of supervisors and administrative staff for all programs, functions, goals and processes.
- Performing personnel related duties including, but not limited to, hiring or recommending the selection of individuals for hiring, performance management, and personnel actions.
- Overseeing methods and systems for maintaining time and attendance records, per diem reimbursements and other matters affecting the compensation of court personnel.
- Consulting with and making recommendations to the judges regarding court policies and procedures;
- Directing staff responsible for the processing of civil and criminal cases, the issuance of process and the maintenance of official records in the custody of the court;
- Managing the jury operations of the court and making recommendations as required to improve juror utilization;
- Managing staff responsible for automation and information technology services, statistical analysis and reporting requirements, inventory control, and human resources management; and
- Performing other duties, as assigned.

EDUCATION AND QUALIFICATIONS

This position requires a bachelor's degree in business, court administration or other related field from an accredited college or university; a related graduate degree is preferred.

Applicants must have:

- A minimum of 10 years of progressively responsible administrative experience in public service or business that provides a thorough understanding of organizational, procedural and human aspects in managing an organization. At least three of the ten years' experience must have been in a position of substantial management responsibility. An attorney who is 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 requirements. A performance history that demonstrates proven skills in managing limited resources against multiple demands, strong organizational, prioritizing, problem solving and conflict resolution skills, and solid oral and written communication skills is essential. Preference will be given to candidates who have an operational knowledge of the courts and experience in financial management, space and facilities

management, human resources management, oversight of information technology and responsibility for long and short range planning.

- A demonstrated ability to manage and effectively communicate with people, both within and outside the Court.

BENEFITS

The Court offers a generous benefits package which includes:

- 10 paid holidays
- Paid sick and annual leave
- Medical insurance options (requires employee contribution)
- Life insurance options (requires employee contribution)
- Retirement under the Federal Employee Retirement System (FERS) which includes options to participate in the Thrift Saving Plan (tax deferred or Roth retirement savings)
- Long term care plan options
- Long term disability plan options
- Flexible spending account options

SECURITY REQUIREMENTS

The office of Clerk of Court is defined as a “High-Sensitive” position and the selected candidate must successfully complete a ten-year background investigation, and subsequent favorable suitability determination. Re-investigation is required every five years thereafter.

APPLICATION PROCESS

All applications will be screened by a panel of judges appointed by the Chief Judge of the court. The best qualified applicants will be invited for interviews at the applicant’s expense, and follow up interviews of the most competitive candidates may be required.

Applications should be received by July 22, 2013. Qualified persons are invited to submit a cover letter discussing the applicant’s interest in the position, and a comprehensive resume of qualifications, education and employment experience. Also required is a completed Application for Judicial Branch Federal Employment (Form AO 78) – available at www.uscourts.gov. A detailed position announcement may be obtained on the court’s website, www.mssd.uscourts.gov.

Submit the documents via email to Karen_Shearer@mssd.uscourts.gov or by mail to:

U.S. District Court
Southern District of Mississippi
Attn: Human Resources
501 E. Court Street, Suite 2.500
Jackson, MS 39201
(Faxes will not be accepted)

Applications will be kept confidential and will be examined only by members of the selection panel and the judges of the district court. The individuals whom you have listed as references may be contacted by the panel, but no other employers, colleagues, or other individuals will be contacted without your prior approval.

The Court reserves the right to modify the conditions or to withdraw this job announcement without prior notice. The selected applicant will be subject to a background investigation and verification of employment eligibility according to the Immigration Control and Reform Act of 1986. The Court is an Equal Opportunity Employer and employees are “at-will” employees. Direct deposit of federal wages is required.