

UNITED STATES DISTRICT COURT
DISTRICT OF NEVADA



POSITION: Clerk of Court
LOCATION: Las Vegas, Nevada
OPENING DATE: April 18, 2016
CLOSING DATE: Open until filled, receipt before June 1, 2016 for priority consideration
START DATE: Nov. or Dec. 2016 (cross training period through Feb. 6, 2017)
CLASSIFICATION: JSP 15 to 17
SALARY: \$117,581 - \$183,624, based on qualifications and experience

POSITION OVERVIEW: The United States District Court for the District of Nevada is seeking a senior level executive with expertise as an administrator of a large, diverse, and innovative organization to serve as the District Court Executive/Clerk of Court. The Court presently consists of six Active Article III Judges, seven Senior Article III Judges, and seven Magistrate Judges. The Clerk of Court is appointed by and serves the judges of the Court. This is a high-level management position which functions under the direction of the Chief Judge of the Court. Exceptional communication and interpersonal skills, along with a proven record of leadership and accomplishment are required, preferably in a court environment.

RESPONSIBILITIES: The Clerk of Court performs a variety of duties which include, but are not limited to, the following:

- Working closely with the Chief Judge, District Judges, and Magistrate Judges of the District of Nevada and making recommendations regarding court administration and policy matters;
- Providing the administrative and operational infrastructure necessary to efficiently and effectively achieve the Court's mission;
- Preparing the Court's annual budget for approval and directing the Court's financial functions;

- Preparing short and long term plans for space and facilities management;
- Providing statistical analysis and submitting required reports;
- Analyzing and making recommendations on statutes, local rules, and procedures affecting the operation of the Court;
- Creating and maintaining a culture that values human resources and the contributions necessary to maintain an excellent organization;
- Performing the statutory duties of the Clerk's Office through oversight of 70 deputy clerks;
- Directing the processing of civil and criminal cases (records management, docketing, quality control, case management, creation of the official record) while maintaining the integrity of official court records in the custody of the Court;
- Directing the Court's information technology systems and processes;
- Managing juror payments and all jury operations of the Court;
- Overseeing the implementation of the Court's Criminal Justice Act Plan;
- Directing development and administration of comprehensive emergency preparedness plans;
- Serving as liaison with other court and government agencies;
- Staffing various judicial committees and coordinating special events and projects
- Serving as the Court's Public Information Officer;
- Working with vendors, members of the bar, the public, and government agencies on a variety of issues related to the delivery of court services.

QUALIFICATIONS:

Education:

A bachelor's degree is required, ideally with an emphasis in government, judicial, public or business administration, or a related field. A post-graduate degree in one of these areas is preferred.

Experience:

This position requires a minimum of 10 years of progressively responsible administrative experience in public service or business which provides a thorough understanding of organizational, procedural, and human aspects in managing a complex organization. At least five of the 10 years of experience must have been in a position of substantial management responsibility and leadership. This experience should include operational knowledge of the courts, financial management, space and facilities management, human resources management, and oversight of information technology. The candidate must be experienced in managing multiple complex tasks with competing deadlines.

APPLICATION PROCESS:

Qualified applicants are invited to apply by emailing:

- 1) a detailed resume which includes education, previous employment, salary history, and at least three professional references;
- 2) full written responses to the application questions listed below; and
- 3) an application for Judicial Branch Employment (AO 78) which is available at <http://www.uscourts.gov/forms/AO078.pdf>. Completed application packages must be emailed in a **single PDF** to NVD_Court@nvd.uscourts.gov.

Applications must be received by close of business on May 31, 2016 for priority consideration. Applications will be screened for qualifications and only the most qualified applicants will be selected for a personal interview. Expenses associated with interviews will not be reimbursed. Relocation expenses may be available to the selected applicant.

APPLICATION QUESTIONS - Please answer the following questions limiting your response to each question to 500 words or less.

1. Describe the major issues facing the federal courts over the next five years and what you see as the solutions to these challenges?
2. Please explain your leadership philosophy with a focus on interactions with both superiors and subordinates.
3. Describe a challenge you have faced in your career and how you handled the situation successfully.

BENEFITS: Employees appointed for this position are entitled to paid vacation, paid sick leave, 10 federal holidays per year, medical insurance from a variety of plans, group life insurance options, pre-tax flexible spending plans for medical costs and dependent care, employee-paid dental and vision insurance, participation in the Thrift Savings Plan (401K), and participation in Federal Employees Retirement System.

CONDITIONS OF EMPLOYMENT: The Clerk of Court is required to live within the judicial district. Any applicant selected for a position will be hired provisionally pending successful completion of an FBI background investigation. Employees of the Court are excepted service appointments and considered at-will with no coverage by federal civil service classifications or regulations and can be terminated with or without cause. All judiciary employees are required to adhere to the Judicial Code of Conduct. Applicants must be U.S. citizens or eligible to work in the United States. This position requires mandatory electronic fund transfer for payment of net pay. The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date without any prior written notice.

The U.S. District Court is an Equal Employment Opportunity employer.