



# U.S. District Court Western District of Arkansas

## Chief Deputy Clerk (Type II)

**Announcement #:** 25-ARWD-09  
**Position Type:** Full-Time, Permanent  
**Location:** Fayetteville, Arkansas  
**Salary Range:** JP 15-16 (\$146,481 to \$207,500) Starting salary dependent on qualifications and experience.  
**Opening Date:** Tuesday, August 26, 2025  
**Closing Date:** Open until filled. Applications received by Friday, September 26, 2025 will be given preference.

### POSITION OVERVIEW

The United States District Court for the Western District of Arkansas is accepting applications for a Chief Deputy Clerk. The Western District of Arkansas serves 34 counties located primarily in the western half of the state. The court is headquartered in Fort Smith and has staffed divisional offices in El Dorado, Fayetteville, and Texarkana as well as an unstaffed office in Hot Springs.

The Chief Deputy Clerk is a professional, managerial position responsible for the day-to-day administration and supervision of operations and various administrative functions of the Clerk of Court's office. The Chief Deputy reports directly to the Clerk of Court and assists the Clerk with supervision, planning, developing, and implementing office policies, procedures and programs, and managing the Court's operations.

### REPRESENTATIVE DUTIES

- Assist in providing leadership, management, and supervision for the operations of the Clerk's office. Assist in overseeing the business of the court, including the processing of cases, statistical reporting, case management, and serving as the custodian of official court records. Assume the duties of the Clerk of Court in his absence.
- Assist with the formulation, implementation, monitoring, and modification of organizational policy and court rules. Participate and collaborate in the establishment and development of court-wide policies. Assist with developing and executing strategic and long-range plans of the Clerk's office and the court. Interpret and apply the appropriate statutes, rules, and operating procedures, including the Guide to Judiciary Policies and Procedures and local internal policies and controls.
- Analyze the overall flow of cases within the court to ensure effective case management. Assist with managing the jury operations of the court and make recommendations to improve juror utilization.
- Interact with the Administrative Office, Federal Judicial Center, other federal courts, court units, the bar, government agencies, judges and the public to resolve complex issues of practice and procedure.
- Assist with the development, implementation, and enforcement of policies and practices to secure staff and physical assets of the court unit, which may include oversight of property management, training, emergency preparedness and disaster recovery activities, space and facility's needs, security, media and public relations; and acquiring additional resources as needed.
- Supervise preparation and submission of statistical reports relating to all cases filed, disposition of such cases, disposition of defendants in criminal cases, use of jurors, trials and pre-trials conducted, naturalization petitions and other reports required to reflect the workload of the court.
- In conjunction with the Clerk and Management Team, establish and adjust long range goals, schedules, priorities and deadlines for completion of work assignments and coordinate work schedules among subordinate units.
- Participate in and coordinate Management Team activities and chair meetings.
- Work with the IT Director to determine present and future automation needs, anticipating trends in emerging technologies, and assist in developing long and short-term plans synthesizing Court needs with available technology and maximizing efficiency through improvements to existing automated systems.
- Assist with development of the budget and financial plan.
- Prepare comprehensive memoranda, reports, and correspondence; draft administrative orders, proposed procedures and local rules; complete complex projects and perform other duties as assigned by the Clerk.
- Regular travel required within the district to other divisional offices.

## **REQUIRED SKILLS & QUALIFICATIONS**

A bachelor's degree from an accredited college or university is required. A graduate degree in accounting, judicial, public or business administration, political science, criminal justice, law, management or related fields from an accredited university is highly preferred.

In addition, the successful candidate must be a leader, motivator, highly organized, and maintain a professional demeanor at all times. Qualified candidates must have excellent written and verbal communication skills; computer proficiency; the ability to provide innovative solutions to workplace problems and employee relation issues; knowledge of sound financial controls and policies; ability to exercise mature judgment, high ethical standards and a positive work attitude; ability to adapt and lead in a changing work environment; expertise in dealing with others in person-to-person work relationships, and strong analytical and project management skills. Working knowledge of legal and court terminology is required. Prior federal judiciary experience with a strong emphasis in court operations and/or court administration is preferred.

## **CONDITIONS OF EMPLOYMENT**

Applicants must be a U.S. citizen or be eligible to work in the United States. All court employees are in the excepted service and are required to adhere to the Code of Conduct for Judicial Employees, which is available to applicants to review upon request. All employees of the U.S. District Court are considered "at will" employees and may be terminated with or without cause. The Chief Deputy travels regularly within the district to other divisional offices. The applicant selected for this position will be required to submit to and successfully complete a full background investigation which includes fingerprinting, criminal record checks, and a credit check. Every five years thereafter, he/she will be subject to an updated background investigation similar to the initial one. The Chief Deputy Clerk position is an Executive High-Sensitive position within the federal judiciary. Selectee will therefore be hired provisionally pending a successful completion of the investigation. Unsatisfactory results may result in termination of employment. The position is subject to mandatory electronic fund transfer (direct deposit) for salary payment (bi-weekly).

Employees of the United States District Court are appointed in the excepted service, are considered "at-will" employees, and serve at the pleasure of the Court. Employees are required to adhere to the Code of Conduct for Judicial Employees which can be found at [www.uscourts.gov](http://www.uscourts.gov).

## **BENEFITS**

A career with the U.S. Government provides employees with a comprehensive benefits package. Federal employees and their families have access to a range of benefits that are designed to make your federal career very rewarding. Federal benefits include paid vacation and sick leave, eleven (11) paid holidays per year, and retirement benefits. Optional benefits include health and life insurance, disability insurance, long term care insurance, dental and vision insurance, and participation in the court's flexible benefits program. Please visit <http://www.uscourts.gov/careers/benefits> for additional information.

## **APPLICATION PROCEDURES**

Qualified applicants should submit a complete packet consisting of:

1. Letter of interest that clearly outlines how your skills, education, and experience relates to the job duties
2. Current and detailed resume
3. Names and contact information of three (3) professional references
4. Completed Application for Judicial Branch Federal Employment (Form AO-78). This form may be downloaded from the U.S. Courts website: <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>

Only qualified applicants will be considered for this position. Applicants selected for interviews must travel at their own expense. Incomplete packets will not be considered. Email your complete packet to: [Ronald\\_Dowling@arwd.uscourts.gov](mailto:Ronald_Dowling@arwd.uscourts.gov) (single PDF document preferred). Please reference the vacancy announcement number and title in the subject of the email.

The Court reserves the right to modify the conditions of this job announcement or withdraw the announcement, which may occur without prior written or other notice. If a subsequent vacancy of the same position becomes available within a reasonable timeframe of the original announcement, the Clerk of Court may elect to select a candidate from the original qualified applicant pool.

**The United States District Court for the Western District of Arkansas is an  
Equal Employment Opportunity Employer and values diversity in the workplace.**

[www.arwd.uscourts.gov](http://www.arwd.uscourts.gov)