



## United States District Court Western District of Arkansas

### CAREER OPPORTUNITY

<b>Position:</b>	Chief Deputy Clerk (Type II)
<b>Location:</b>	Fort Smith, AR
<b>Salary:</b>	JSP 15 -16 (\$128,078 – \$195,273) Based on Qualifications
<b>Opening Date:</b>	February 18, 2021
<b>Closing Date:</b>	March 12, 2021 or until filled
<b>Start Date:</b>	April 2021

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 District has three district judges, one senior judge, and three magistrate judges.

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 her 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 facilities 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.

**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.

**Benefits:**

Federal benefits include paid vacation and sick leave, ten (10) paid holidays, 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.

**Conditions of Employment:**

Applicants must be U.S. citizens or permanent resident seeking U.S. citizenship.

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 (except Law Enforcement Officers) 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.

This position is subject to mandatory electronic direct deposit of salary payment.

**Application Procedures:**

Candidates wishing to apply must submit an application packet which includes:

- A cover letter of interest that addresses qualifications and relevant experience;
- A current resume including salary history;
- Names and contact information for three professional references; and,
- Form AO78, Application for Judicial Branch Employment, which may be obtained at the following address: [www.uscourts.gov/services-forms/forms](http://www.uscourts.gov/services-forms/forms).

**Complete application materials should be combined into a single pdf document and emailed to Kara Pittman at the following address: [kara\\_pittman@arwd.uscourts.gov](mailto:kara_pittman@arwd.uscourts.gov)**

*The United States District Court is an Equal Employment Opportunity Employer*  
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