



**UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF WEST VIRGINIA**

**EMPLOYMENT OPPORTUNITY**

<b>Position:</b>	Clerk of Court	<b>Vacancy Announcement #:</b> 17-CO-04
<b>Appointment:</b>	Full-time	
<b>Duty Station:</b>	Charleston, WV	
<b>Salary Range:</b>	JSP 15/01 – JSP 17/10 (\$119,285 to \$186,282)	
<b>Promotion Potential:</b>	Up to JSP 17 without further competition	
<b>Open To:</b>	All qualified applicants	
<b>Opening Date:</b>	April 4, 2017	
<b>Closing Date:</b>	Open until filled. To apply for this position, please send a cover letter of two pages or less that outlines the reasons why you are seeking the position and your management philosophy. The letter should also address the knowledge, skills, and experience you possess to perform the duties of the Clerk. Please also send a resume, salary history, three (3) professional references, and Application for Judicial Employment, form AO-78 to Ms. Korin Parsons, HR Specialist at <a href="mailto:Korin_Parsons@wvsd.uscourts.gov">Korin_Parsons@wvsd.uscourts.gov</a> . Application packets must be received by <b>5:00pm (EST) on May 31, 2017</b> , to receive priority consideration.	

**POSITION OVERVIEW:**

The United States District Court for the Southern District of West Virginia is seeking qualified applicants with expertise as a high level executive to serve as the Clerk of Court, the administrator of a complex, diverse, and innovative organization. This position, working under the Chief Judge, has overall management authority and responsibility for the administrative activities of the Clerk's Office and oversees the performance of the statutory duties of the office. The position requires an individual who possesses the experience, management skills, and technical expertise necessary to anticipate and resolve complex administrative, operational, budgetary, and information technology challenges quickly and efficiently. Exceptional communication and interpersonal skills are required, along with a proven record of leadership and accomplishment, preferably in a court environment.

The Court presently consists of five active Article III Judges, one Senior Article III Judge, and three Magistrate Judges. The Clerk of Court is appointed by the judges of the Southern District of West Virginia and serves at the will and pleasure of the Court. The Southern District of West Virginia is headquartered in Charleston and has divisional offices in Beckley, Bluefield, and Huntington, serving 23 counties in southern West Virginia.

**REPRESENTATIVE DUTIES:**

- Preparing and managing the annual budget;
- Hiring and managing personnel, as well as designing and managing training programs;
- 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 to improve juror utilization;
- Directing through subordinate staff the court's financial service function including purchasing, juror payments, and accounting functions for both the District Court and the Probation Office;
- Directing staff responsible for automation and information technology services; developing IT policy and strategies in compliance with the national judiciary requirements for internal and external systems, including the electronic courtrooms; and overseeing IT infrastructure, network administration, IT security, voice, data and evidence presentation systems, mission-critical databases and judiciary-specific applications for both the District Court and the Probation Office;
- Preparing and overseeing long and short term plans for space and facilities management for four courthouses and working closely with the General Services Administration (GSA) on their implementation;
- Providing statistical analysis and required reports and conducting special studies as necessary;
- Working with members of the bar and the public to improve the delivery of court services;
- Working with various governmental agencies such as the United States Marshal, the United States Attorney, and the Federal Public Defender on a variety of issues necessary to court activities;
- Working closely with the Chief Judge, District Judges, and Magistrate Judges of the Southern District of West Virginia regarding court administration, policy matters, local rules and procedures affecting the operations of the court.
- Performing related duties as required by the Court, the Administrative Office of the U. S. Courts, and the laws.

**QUALIFICATIONS:**

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, preferably in a court environment. At least three of the 10 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 requirement. A bachelor's degree is required. A law degree from an accredited law school is preferred, but not required.

Education in a college or university of recognized standing may be substituted for a maximum of 3 years of the required general experience on the basis that one academic year of education equals 9 months of experience. A bachelor's degree from a college or university of recognized standing may be substituted for 3 years of the required general experience. Preferably such degree should have included courses in law, government, public, business or judicial administration or related fields. A postgraduate degree in public, business or judicial administration from such a college or university may be substituted for one additional year of the required general experience. A degree from an accredited law school may be considered as qualifying for two additional years of the required general experience.

## **EMPLOYEE BENEFITS:**

This position is covered by the Judicial Salary Plan and is entitled to benefits that include participation in the Federal Employees' Retirement System, Social Security, Thrift Savings Plan (retirement savings plan with immediate employer matching), a choice of a health benefits plan from among several options, federal dental and vision insurance programs, life insurance, a flexible benefit program (pre-tax contributions for health insurance premiums, health care and dependent care expenses), accrual of 13-26 days of annual leave annually, accrual of 13 days of sick leave annually, a long term care program, periodic salary increases, and 10 paid holidays per year.

## **INFORMATION FOR APPLICANTS:**

As a condition of employment, the selected candidate must successfully complete a ten-year background investigation, and subsequent favorable suitability determination, and every five years thereafter will be subject to a re-investigation. The United States District Court is part of the Judicial Branch of government. Judiciary employees serve under excepted appointments (not civil service) and are "at will" employees. An applicant must be a U.S. citizen or eligible to work in the United States. Employees are required to adhere to a Code of Conduct for Judiciary Employees which is available to applicants to review upon request. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of net pay.

## **APPLICATION PROCESS:**

Qualified applicants are invited to submit:

1. A cover letter of two pages or less that outlines the reasons why you are seeking this position and your management philosophy. The letter should also address the knowledge, skills, and experience you possess to perform the duties of the Clerk;
2. A detailed résumé;
3. Salary history;
4. Three (3) professional references; and
5. A completed Application for Judicial Employment, form AO-78 (available at <http://www.uscourts.gov/forms/AO078/.pdf>).

Completed application packages may be emailed, preferably in a single PDF, to Ms. Korin Parsons, HR Specialist at [Korin\\_Parsons@wvsd.uscourts.gov](mailto:Korin_Parsons@wvsd.uscourts.gov). In the email subject line, please reference **17-CO-04 – Clerk of Court**.

To receive priority consideration, application packages must be received by **5:00pm (EST) on May 31, 2017**. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed. Only applicants selected for interview will be contacted.

*The United States District Court is an equal opportunity employer and values diversity in the work place.*