



United States Court of Federal Claims

717 Madison Place NW
Washington, DC 20439

POSITION VACANCY

Announcement Number:	CFC-2017-02-CO
Position Title:	Clerk of Court
Open Date:	April 3, 2017
Close Date:	May 19, 2017
Type of Appointment / Position:	Permanent / High Sensitive As a condition of employment, a ten-year background, income tax, and credit investigation of the selected candidate must be successfully completed, with reinvestigation every five years thereafter.
Grade / Salary Range:	JX 17 / \$177,484 - \$205,100
Duty Location:	Washington, D.C. (located across from the White House and Lafayette Park, one block from McPherson Square Metro)
Who May Apply:	US Citizens

Position Overview and Representative Duties:

The clerk of court is appointed by the judges of the court in which he or she serves. This is a high-level management position that functions under the direction of the chief judge of the court. The clerk of court is responsible for managing the administrative activities of the clerk's office and overseeing the performance of the statutory duties of the office.

Representative duties include consulting with and making recommendations to the judges regarding court policies and procedures. Directing staff responsible for the processing of civil cases, including electronic processing, issuance of process, and maintenance of official records in the custody of the court. Hiring and assigning personnel and designing and managing training programs. Preparing and managing the annual budget. Conducting special studies as directed and preparing statistical and narrative reports. Working with various governmental agencies on a variety of matters necessary to court activities such as information technology and fiscal and personnel matters. Directing through subordinate staff the court's financial service function including purchasing and accounting functions.

Mandatory Requirements:

Experience:

- **General:** A minimum of ten years of progressively responsible administrative experience in public service or business which provides a thorough understanding of organizational, procedural, and human aspects of managing an organization.
- **Management Responsibility:** At least three of the ten years' experience must have been in a position of substantial management responsibility.
- **Practice of Law--Active Practice:** An attorney who is or has been 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.

Educational Requirement:

Educational Equivalents:

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

Other Requirements:

- Excellent leadership and interpersonal skills and excellent written and oral communications skills.

- Bondable.
- The selected candidate will be subject to a ten-year background, income tax, and credit check as a condition of employment.
- Employees are required to use Electronic Fund Transfer (EFT) for payroll deposits.

Desirable Qualifications:

- A Juris Doctor (J.D.) degree is preferred.
- A Master's degree or post-graduate certification, in either case in a relevant area, is desirable.
- Preference will be given to court administrators. Experience in the federal court system.

Benefits:

10 holidays • 13-26 days annual leave (increases with service) • 13 days sick leave • Federal Employees Retirement System • Thrift Savings Plan • Commuter Benefit Program/Metro Transit Subsidy Program • Flexible Spending Accounts • Insurance available for health, dental, vision, life, and long-term care.

How Applicants Will Be Evaluated:

All materials must be received by closing date. Incomplete or late application packages will not be considered. Faxed applications will not be considered. Send only those materials needed to evaluate the application.

An applicant will be evaluated based upon the information contained in the complete application package. An applicant will also be evaluated based on the qualifications, references, and responses provided during one or more interviews. In responding to interview questions, an applicant should be sure to cite specific examples of experience, explain exactly the actions taken, and the outcome obtained.

How to Apply:

Qualified Applicants Must Submit the Following Documents for Consideration:

1. Cover letter referencing job announcement number;
2. Detailed résumé including education, work history, salary history, three professional references, and certified copies of all college and post-college transcripts;
3. **Form AO78 Federal Judiciary Application Form** which can be found at: www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf;
4. Narrative statement not to exceed two pages in length addressing the applicant's management philosophy and ability to: (a) plan and implement the most effective use of resources, including human and financial, to achieve objectives; (b) interpret, understand, and implement the policies of the court; and (c) interact with a diverse working group including judges, court executives, other governmental agencies, peers, staff, and the public;
5. Two writing samples originally authored by the applicant (i.e., without editing by another);
6. A current or former federal employee must submit a copy of his or her most recent SF 50/DD 214 and a copy of his or her most recent performance evaluation.

Please combine all the documents into a single Adobe PDF format file and send to:

uscfc_applications@cfc.uscourts.gov. Please include the Title and Job Announcement Number in the subject line.

What to Expect Next:

- The court will conduct an evaluation of each applicant's qualifications and materials after receipt of a complete application package.
- Only those qualified applicants selected for an interview will be contacted and must travel at their own expense. Reimbursement for travel and/or relocation is not available. Interviews may commence immediately.
- The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which actions may occur without prior written or other notice.
- This is an "Excepted Appointment" and an "At Will" position. Federal Government Civil Service classifications or regulations do not apply.
- All appointments are subject to a full background check including an FBI Fingerprint Background Check, as well as periodic reinvestigation.

- If offered employment, such employment shall be provisional pending our receipt of the results of a mandatory Fingerprint and Background Investigation. Until the background investigation is satisfactorily completed, we may only hire you provisionally. The provisional nature of your hiring, however, will not affect your start date, salary, or other benefits.
- No phone calls please. Only those candidates selected for interview will be contacted.
- The United States Court of Federal Claims is an Equal Opportunity Employer.