



United States Court of Federal Claims

717 Madison Place NW
Washington, DC 20005

POSITION VACANCY

Announcement Number:	CFC-2017-09-CO
Position Title:	Chief Deputy Clerk For Administrative Services (Type II)
Open Date:	October 5, 2017
Close Date:	November 17, 2017
Type of Appointment / Position:	Permanent / High Sensitive- As a condition of employment, the selected candidate must successfully complete a ten-year background investigation and every five years thereafter will be subject to an updated investigation similar to the initial one.
Grade / Salary Range:	JSP 16 - \$154,538 to \$172,000
Duty Location:	Washington, DC (conveniently located across from the White House and Lafayette Park, one block from McPherson Square Metro)
Who May Apply:	U.S. Citizens (or persons eligible to work in the United States)

Position Overview and Representative Duties:

The United States Court of Federal Claims is recruiting an experienced executive to oversee its Administrative Services Division in the National Courts Building, 717 Madison Place, NW, Washington, DC, which includes finance/accounting, procurement, and human resources functions. The incumbent will provide senior-level management support to the Chief Judge and the Clerk of Court. In the absence of the Clerk of Court, the incumbent serves as a back-up in carrying out the Clerk's responsibilities. Occasional travel may be required.

No relocation expenses paid.

Representative Duties:

- Senior manager to the Administrative Services Division in carrying out the Clerk of Court's responsibilities for accounting functions, procurement of equipment/supplies, space and facilities, personnel functions, and training.
- Serves as back-up for the Chief Deputy Clerk of Operations (Type II), and serves as liaison with other courts, the Administrative Office of the US Courts (AO), and the Federal Judicial Center (FJC).
- Supervises the reporting and accounting of all monies received in and processed through the office. Adapts and installs new or improved methods, systems, and procedures for assuring accuracy of accounts and for facilitating the receipt and deposit of monies processed through the court.
- Reviews and analyzes organizational structure, reporting relationships, and functional assignment, striving to meet current and future organizational needs. Provides methods and systems for maintaining time and attendance records, travel reimbursements, other matters affecting the compensation of personnel in the court system, accounting for inventory, and maintaining internal controls.
- Assigns and explains work requirements to subordinate levels of supervision for new or changed

programs, functions, goals, and processes. Selects or recommends the selection of subordinate supervisors.

- Establishes operating guidelines to implement procedures, methods, and other work-related changes. Studies continuing problems in the quantity and quality of work and takes or recommends necessary corrective actions.
- Recommends personnel action concerning subordinates, and evaluates their performance.
- Other duties as assigned by the Clerk of Court.

Applicants must possess skill in dealing with others in professional work relationships and tact in handling workplace and employee relations issues with a high degree of integrity, along with the ability to exercise mature judgment. Applicants must also possess excellent oral and written communication skills; excellent interpersonal and leadership skills; and demonstrate strong organizational, prioritizing, and problem-solving skills. The successful candidate must have knowledge of sound financial controls and policies. A working knowledge of legal terminology and procedures is required.

Mandatory Requirements:

- U.S. Citizen
- Three (3) years progressively responsible administrative, professional, investigative, technical, or other responsible work which provided an opportunity to gain:
 - General knowledge of management practices and administrative processes.
 - Skill in dealing with others in person-to-person work relationships.
 - The ability to exercise mature judgment.
- Three (3) years progressively responsible experience in administrative, supervisory, or professional work, which provided an opportunity to acquire a thorough knowledge of basic concepts, principles, policies, and theories of management. One year of the required specialized experience must be at, or equivalent to, the next lower grade in in federal service.
- Experience with court operations management. Knowledge of policies and procedures as set forth in the *Guide to Judiciary Policies and Procedures*. Knowledge of resources available from the AO and FJC to achieve the mission of the court. Understanding of court culture, and the complex organizational dynamic and uniqueness of the Federal Judiciary.
- A bachelor's degree from an accredited four-year college or university (preferably with a degree in public administration, business administration, social sciences, or a related field). Ten (10) years of specialized experience which demonstrates working knowledge, skill, and abilities to successfully perform the duties of the Chief Deputy II may be substituted for the degree requirement.
- Advanced ability to conceptualize complex management problems and solutions, and must be able to articulate them clearly, succinctly, and effectively, both orally and in writing.
- Advanced ability to self-manage workload, to work efficiently and effectively, to take increasing responsibility for work product, to be self-motivated, to respond quickly to expedite matters, to meet deadlines, and to accommodate demands for increased productivity.
- The court requires employees to adhere to the *Code of Ethics and Conduct for Judicial Employees*.

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 to Apply

Ensure that your application package contains the following required documents:

- **Cover Letter** (include the Announcement Number and the position title and address your qualifications relating to the duties and responsibilities of this position);
- **Résumé**;
- **Form AO78 Federal Judiciary Application Form** which can be found at: www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf;
- **Three (3) business/professional references** with name, affiliation, and contact information;
- **Salary History** for prior three (3) years;
- If a current Federal Civilian Employee, your **latest Personnel Evaluation** and your **latest SF-50**; and,
- If a current or recently discharged or retired military member, your **latest Officer Evaluation Report (OER), Enlisted Evaluation Report (EER) or equivalent, and a copy of your DD Form 214.**

All documents must be combined in a single PDF file and e-mailed to uscfcjobs@cfc.uscourts.gov. Zip files and faxes will not be accepted. 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.
- Applicants selected for an interview will be contacted. 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.