

UNITED STATES DISTRICT COURT WESTERN DISTRICT OF LOUISIANA



CAREER OPPORTUNITY

The United States District Court for the Western District of Louisiana is accepting applications for the position of Deputy-in-Charge

Position Title:

Deputy-in-Charge

Location of Position:

Lafayette, Louisiana

Announcement Number:

15-WDLA-7

Closing Date:

January 22, 2016 (close of business)

Salary Range:

\$56,137 - \$91,275 annually (CL 28)

Starting salary commensurate with experience, education and competitive factors

The Clerk of the U.S. District Court for the Western District of Louisiana is currently accepting applications for the position of Deputy-in-Charge. The incumbent performs a full range of high level functional duties as well as having many supervisory responsibilities. The Deputy-in-Charge is administratively and technically responsible for overseeing the work performed by employees in this divisional office. As part of the Clerk's management team, the Deputy-in-Charge works closely with the Clerk, Chief Deputy, Operations Manager, and other Deputies-in-Charge in identifying and implementing best practices in both operations and administration. This position reports directly to the Chief Deputy and currently supervises the operational staff of the Lafayette Division, all of whom serve two U.S. District Judges and two U.S. Magistrate Judges.

DUTIES INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

Supervises the daily activities of a divisional office, ensuring the timely and accurate planning, scheduling, and completion of work. Structures and assigns the workload to effectively and efficiently utilize staff.

Effectively develops and coaches staff to achieve performance and developmental goals. Identifies opportunities for staff development and professional growth.

Coordinates with the Chief Deputy on matters such as productivity, procedural and policy issues and practices; assists in the development and administration of initiatives; and provides information and observations regarding the impact of changes in practices resulting from initiatives or policy changes.

Demonstrates an in-depth knowledge of federal and local rules and court policies and procedures.

Assigns and explains work requirements to subordinate levels for new or changed rules, policies, practices, or procedures. Ensures adequate training is provided and staff participates as needed.

Frequently communicates and responds to requests from judicial officers and senior management and drafts associated correspondence. Effectively and timely communicates with senior management issues of concern or potential problems.

Ensures the timely preparation and submission of employee appraisals in accordance with policy. Uses effective mediation and problem solving skills when managing conflicts in the workplace.

Displays effective skill in leading a team of employees in the implementation of new ideas and better work procedures, including process redesign and evaluating and implementing potential process improvements.

Participates in the development, drafting, and implementation of Clerk's Office policies and procedures and provides support and compliance with such policies.

Consistently displays the core values of the management team and presents himself/herself as a positive role model for others to follow. Effectively treats all employees fairly and consistently. Takes the necessary steps to mend strained relationships and understands the impact of ineffective actions. Recognizes the need for self-improvement and professional development.

Communicates effectively, both orally and in writing, with individuals and groups to provide information and reports in clear and understandable formats.

Interacts effectively and appropriately with a wide variety of individuals, providing excellent customer service, and resolving difficulties successfully while complying with policies, regulations, and rules.

Coordinate with the court's financial manager regarding maintenance, supervision, and accountability for all on-site financial functions, including supervision of cashiers, reconciliation, control of vault access and contents, custodial responsibility for divisional office financial records, and mail logs.

Assists in all areas of operations including, but not limited to, serving as backup to intake clerks, docket clerks, courtroom deputies and data quality assurance, as needed.

Coordinates, conducts and/or assists with outreach functions and programs such as building tours for judges, the bar, schools, federal agencies, and various organizations.

Provide oversight of the court calendar and availability of conference rooms, courtrooms, visiting judge's chambers, and attorney lounge.

MINIMUM QUALIFICATIONS:

A candidate must have six years of work experience, including three years of progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain skill in developing the interpersonal work relationships needed to lead a team of employees; the ability to exercise mature judgment, and thorough knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the court. At least one year of experience must have been at or equivalent to the CL-27 level.

COURT PREFERRED QUALIFICATIONS:

A bachelor's degree and a post graduate degree in a related field. Federal court knowledge; experience in a CM/ECF or an electronic media environment; proven ability to assume and delegate responsibility; proven ability to manage and work with staff, management, the public, and bar; knowledge and ability to organize, oversee, and complete projects; extremely detail-oriented and organized; strong leadership skills and the ability to effectively coach, develop, direct and manage a skilled service-oriented team.

REQUIRED CLEARANCES:

This position is classified as a sensitive position, therefore, the successful applicant will be required to submit to a background clearance, which will include a criminal history and fingerprint check. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Retention will depend upon a favorable suitability determination of the investigation.

HOW TO APPLY:

Qualified applicants should submit a **complete** applicant's packet which includes:

- Letter of interest
- Detailed resume including three professional references (letters not required)
- Completed Application for Judicial Employment, form AO-78 available at <http://www.uscourts.gov/forms/AO078.pdf>
- Narrative statement that addresses qualifications, relevant experience and management style or philosophy
- Example of a challenging management issue that you have encountered within the past two years and describe how you dealt with or resolved it

Applicant's packets must be **received** by the closing date to be considered.

Please mail an original **and four copies** to:

U.S. District Court
Attention: Human Resources
800 Lafayette St., Suite 2100
Lafayette, La 70501.

BENEFITS:

- Paid annual and sick leave
- Retirement benefits under the Federal Employees Retirement System (FERS)
- Thrift Savings Plan (401k styled) with employer matching contributions
- Health benefits under the Federal Employees Health Benefits Program (FEHB)
- Supplemental Dental and Vision Benefits under the Federal Employees Vision and Dental Plan (FEDVIP)
- Life insurance benefits under the Federal Employees Group Life Insurance Program (FGLI)
- Flexible Benefits Program for Health Care Reimbursement and Child Care Reimbursement

ADDITIONAL INFORMATION/CONDITIONS OF EMPLOYMENT:

Applicants must be U.S. citizens or eligible to work in the United States.

Due to the volume of applications received, only applicants selected for an interview will be notified. **Please do not inquire about the status of your application.**

Applicants selected for interviews will be required to travel to the designated location at their own expense. The court is not authorized to reimburse applicants for travel and/or relocation expenses.

The court requires employees to adhere to a Code of Conduct which is available to applicants for review upon request.

The incumbent will be subject to a six month probationary period.

All employees of the court are "excepted service" appointments. Excepted service appointments are "at will" and serve at the pleasure of the court.

This position is subject to mandatory electronic funds transfer (direct deposit) of federal wages for court employees.

The court has a right to modify the conditions of this announcement, withdraw the announcement, or fill the position at any time before the closing date, any of which may occur without prior written notice.

The U.S. District Court for the Western District of Louisiana is an Equal Opportunity Employer and values diversity in the workplace.