

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:

Location of Position:

Announcement Number:

Closing Date:

Salary Range:

Deputy-in-Charge

Monroe, Louisiana

16-WDLA-7

November 2, 2016 (close of business)

\$47,390 - \$92,336 annually (CL 27/28)

Starting salary commensurate with work experience, education, prior/present pay history and previous federal court experience. If hired at CL 27, promotion to the higher level, budget allowing and when determined qualified, would be available without further competition

POSITION OVERVIEW

The U.S. District Court for the Western District of Louisiana is currently accepting applications for the position of Deputy-in-Charge for the Monroe Division. The Deputy-in-Charge assigns, directs, and plans the work of operational staff, as well as effectively supervises employees. Responsibilities include training, evaluating, and development of the operations staff. The Deputy-in-Charge is responsible for the development, implementation, and refinement of office policies, procedures, and programs. Additionally, this position is also responsible for providing courtroom deputy services to the judges, as needed, including managing the judge's caseload, scheduling, attending, and documenting court proceedings, and processing and issuing orders. This position reports directly to the Chief Deputy and currently supervises a staff of two deputy clerks.

REPRESENTATIVE DUTIES

- Responsible for management of the divisional office and staff.
- Assigns, directs and plans the work of divisional deputies. Plans, coordinates, and schedules work operations.
- Recommends personnel actions, such as selections, promotions, reassignments, disciplinary actions and separations.
- Serves as liaison with judges, the bar, the public, and other agencies regarding operating procedures, planning, facilities, and other areas as assigned.
- Assists in the development, implementation and evaluation of goals, policies, and procedures in the areas of case management, jury management, records management, and courtroom services.
- In coordination with operations and training staff, oversees training and development of divisional deputies, including CM/ECF, case management and courtroom procedures.

- Provides information and guidance to staff members on office policies, procedures, rules and compliance requirements.
- Monitors time and attendance of the Clerk's Office staff in the Monroe Division. Approves leave requests, certifies time, and prepares biweekly time and attendance reports.
- Ensures the timely preparation and submission of employee appraisals in accordance with policy.
- Administers trial operations and support of an electronic-based evidence display and sound system installed in the courtroom, to include the technical aspects of said equipment.
- Attends court proceedings and conferences. Assists with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring the presence of all necessary participants, and managing exhibits. Takes notes of proceedings and rulings and prepares minutes, judgments and orders for the judge's signature.
- Manages judge's cases by: calendaring and regulating their movement; monitoring filing of pertinent documents and timely responses to judicial orders; and setting dates and times for hearings, trials, and conferences. Keeps judge and immediate staff informed of case progress.
- Travel is required.

LEADERSHIP QUALIFICATIONS

The court is looking for a strong leader dedicated to providing the highest level of customer service to judicial officers, attorneys, and litigants. The Court is also searching for a candidate committed to employee development and to helping employees expand skill sets and to achieve individual and team goals. Top applicants will have experience motivating both new and tenured employees and be ready to evaluate how the department should be organized to best meet the changing needs of the court. Top applicants should also be committed to using technology to further the mission of the court and to increase efficiency during lean budget times.

ADDITIONAL QUALIFICATIONS

- A Bachelor's degree is preferred.
- Must possess at least three years of progressively responsible administrative, technical, professional, supervisory or managerial experience which provided an opportunity to acquire: (a) skill in developing the interpersonal work relationships needed to lead a team of employees, (b) the ability to exercise mature judgement, and (c) a thorough knowledge of the basic concepts, principles, policies, theories of management and the ability to understand the managerial policies applicable to the judiciary unit involved.
- A performance history that demonstrates proven skills in management practices, administrative processes and court procedures with a working knowledge of legal and court terminology.
- Ability to communicate effectively with others, both orally and in writing.
- Ability to organize and prioritize work to meet deadlines, maintain confidentiality, and interact tactfully with attorneys and individuals within the court.
- Proficiency in the use of computers and applicable software applications, particularly Microsoft Office applications (Word, PowerPoint and Excel) and CM/ECF.
- Strong organizational and leadership skills and the ability to exercise mature judgment, problem solving and conflict resolution skills.
- Ability to understand statistical data, and to perform data analysis using various evaluation methodologies and tools.
- Ability to maintain high ethical standards and a positive work attitude.
- Ability to multi-task and to adapt and lead in a changing work environment.
- Prior court experience is strongly preferred.

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 five 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 (FEGLI), 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.

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 "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.