



UNITED STATES DISTRICT COURT  
District of Montana

**POSITION:** Clerk of Court  
**LOCATION:** Missoula, Montana  
**SALARY RANGE:** \$133,389 - 165,300  
**OPENING DATE:** May 1, 2012  
**CLOSING DATE:** June 15, 2012

**POSITION OVERVIEW:**

The United States District Court for the District of Montana seeks applications from qualified candidates for the position of Clerk of Court. The Court has 3 active Article III Judges, 3 Senior Judges, and 3 United States Magistrate Judges. The Clerk of Court is the chief operating officer of the District and reports to the Chief Judge. The Clerk's Office for the District of Montana consists of 37 employees who support the 9 judicial officers and staff 5 divisional offices throughout the District (Billings, Butte, Great Falls, Helena, and Missoula), with the headquarters division being Missoula. The position becomes available on **October 8, 2012**.

**POSITION DESCRIPTION & RESPONSIBILITIES:**

The Clerk has administrative authority over all aspects of Clerk's Office operations, and is responsible for overseeing the performance of the statutory duties of the office. These duties include management of human resources, budget, financial planning, procurement, space and facilities, case processing and maintenance of official records, jury operations, statistical analysis and reporting, long range planning, and automation. The Clerk also has direct fiduciary responsibilities involving all monies or other collateral received and disbursed by the court. Specific duties include the following:

- Work closely with the Chief Judge in the development and implementation of court administration and policy;
- Provide the administrative and operational infrastructure necessary to efficiently and effectively support the Court's judicial officers and achieve the Court's mission, including

hiring, assigning, and training of personnel in diverse disciplines including information technology, financial management, human resources and court operations;

- Manage staff responsible for all case management functions including electronic case filing, docketing and quality control, archiving of records, statistical reporting, and courtroom support;
- Maintain the integrity of official court records in the custody of the Court;
- Prepare and manage the annual budget and financial plan of the court. Direct and oversee the court's financial fiduciary responsibilities with regard to all purchasing, contracting, disbursing and accounting functions. The Clerk bears personal financial responsibility for court appropriated funds, attorney admission funds, receipts and collections, and ensures proper oversight through the development and implementation of sound internal control procedures;
- Serve as the certifying officer for the disbursement of funds to meet all District financial obligations;
- Work with other government agencies on facilities management, building projects, communication systems, emergency preparedness and disaster recovery activities;
- Manage the jury operations of the Court, including qualifying and summoning jurors;
- Facilitate the Court's use of technology and automation;
- Conduct special studies as directed and prepare statistical and narrative reports;
- Serve as the Court's Public Information officer to the public and court users. Serve as liaison with the Administrative Office of the U.S. Courts, The General Services Administration, the U.S. Marshal's Service, the U.S. Attorney's Office, and any other entities having business or relationships with the court;
- Serve and assist the bar and the litigating public;
- Create a vision of excellence through strategic planning in an environment of limited and decreasing resources.

## **QUALIFICATIONS:**

To qualify, candidates must have a bachelor's degree in a related field from an accredited college or university. A master's degree or relevant post graduate certification, or a Juris Doctor (J.D.) degree is preferred, and may be substituted for two (2) years of the general professional experience required below.

Candidates must have a minimum of ten (10) years of progressively responsible administrative experience in public service or the private sector which provides a thorough understanding of

organizational, procedural and human aspects in managing an organization. At least three (3) of the ten years of experience must have been in a position of substantial management responsibility.

Experience in the federal judiciary is preferred; particularly, operational knowledge of the courts and electronic filing as well as a working knowledge of the Federal Rules of Criminal and Civil Procedure and the Court's Local Rules.

Candidates must demonstrate the degree of leadership and interpersonal skills necessary to successfully manage a complex organization. Candidates must have the ability to: (1) lead with vision; (2) articulate priorities and manage effectively; (3) sustain a high level of organizational excellence through delegation and a fair system of accountability; (4) develop and execute strategic plans; (5) foster strong and effective working relationships; (6) integrate current and future technologies; (7) analyze data; and (8) communicate effectively.

### **Conditions of Employment:**

Employees of the United States Courts are not included in the government's Civil Service classification and are considered "at will" employees. They are, however, entitled to the same benefits as other federal government employees. Benefits include health insurance, life insurance, retirement, medical/dependent care flex plan, paid holidays, and paid leave. Employees are considered to be in a probationary status for the first 12 months of employment.

Applicants must be United States citizens or eligible to work in the United States. Employees are required to use Electronic Fund transfer for payroll deposit of net pay. Applicants will be required to submit to a background investigation (including references, criminal history, and credit history) prior to an offer of employment being made. The person selected for this position will also be required to submit fingerprints for an FBI background check. The Clerk of Court position is an *Executive High-Sensitive Position* within the federal judiciary. Employment will therefore be considered provisional pending the successful completion of a ten-year, full-field Office of Personnel Management background investigation. The incumbent will be subject to updated background investigations every five years.

All employees are required to adhere to the "*Code of Conduct for Judicial Employees*" which is available for review upon request.

### **Salary Range**

The salary range for this position is JSP 16-17 (\$133,289 - 165,300) depending on length, complexity, and relevance of experience; educational attainment; and current compensation. Pursuant to the policies of the Administrative Office of the U.S. Courts, salary matching options may be applied at the discretion of the Court. Relocation assistance may also be available.

### **Information for Applicants:**

To be considered for this position, applicants must submit the following:

1. A cover letter of interest and a narrative statement that addresses qualifications, relevant experience, and management style or philosophy;

2. A current resume;
3. Names and contact information for three (3) professional references; and
4. Form AO 78, Application for Judicial Branch Federal Employment (may be downloaded from [www.mtd.uscourts.gov](http://www.mtd.uscourts.gov) or obtained by calling 406-441-1162).

Applications will not be considered complete until all of the items listed above have been completed and received by Human Resources. Incomplete applications will neither be returned nor retained. Submissions should be marked "Confidential" and mailed to:

Sharon Hardwick, Human Resource Director  
U.S. District Court, District of Montana  
901 Front Street, Suite 2100  
Helena, MT 59626

The deadline for applications is **June 15, 2012**, and the Court will screen all applications and invite a selected group for personal interviews in mid-July in Missoula, Montana. Those applicants will be required to submit three letters of professional reference prior to their scheduled interviews. Applicants selected for interviews must travel at their own expense.

The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without notice.

The Administrative Office of the United States Courts in an Equal Opportunity Employer.