

**DISTRICT OF IDAHO**  
**U.S. District and Bankruptcy Courts of the District of Idaho**  
**Opportunity Announcement 13-02**



**Boise, Idaho**  
[www.id.uscourts.gov](http://www.id.uscourts.gov)

**Position Details**

Job Grade: JSP 14/1 – 16/10 DOE  
Salary Range: \$96,690-\$165,300 DOE

**Closing Date:** Open until filled.  
Preference given to applications received before close of business, Friday, November 1, 2013.

**Materials must be submitted to:**

Human Resources  
550 West Fort St., Suite 400  
Boise, ID 83724  
[careers@id.uscourts.gov](mailto:careers@id.uscourts.gov)

**Applicants must provide:**

1. Letter of interest
2. Current résumé
3. Completed AO-78 (\*details on p. 4)
4. Supplemental statement (details on p. 3)

**Chief Deputy Clerk for Operations (Type II)**

The consolidated United States District and Bankruptcy Court for the District of Idaho is accepting applications for the position of **Chief Deputy Clerk for Operations (Type II)**. There are four offices within the District of Idaho: Boise (headquarters office), Coeur d'Alene, Moscow, and Pocatello. Assignment of the position is at the Boise headquarters office.

The Chief Deputy Clerk for Operations (Type II) is one of two chief deputy clerk positions authorized by the Judicial Conference of the United States for the consolidated District and Bankruptcy Court for the District of Idaho. The Chief Deputy Clerk for Operations (Chief Deputy) is a senior-level management position reporting directly to the Court Unit Executive/Clerk of Court (Clerk). The Chief Deputy works with the Clerk to provide leadership, management and supervision of the Clerk's Office, including primary oversight of the Court's District and Bankruptcy operational functions; establishes and maintains relationships with other court units and governmental agencies; develops organizational goals and objectives, priorities, and deadlines; and with the assistance of the managerial staff and/or the supervisory staff, effectuates the policies, procedures and priorities as established by the Court and the Clerk; and evaluates employee job performance, establishes standards and makes recommendations for improvement to existing policies and procedures. The incumbent provides leadership, coordination, and guidance to civil and criminal intake, case processing, statistics, CM/ECF development, training, and some aspects of information technology. The incumbent operates with a high degree of independence and manages projects autonomously with minimal direction, although within the policy directives of the Court and the Clerk.

**Disclosure:** The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. Only qualified applicants will be considered for this position. Participation in the interview process will be at the applicant's own expense. As a condition of employment, the selected candidate must complete a 10 year background investigation including a credit check and FBI fingerprint check. Applicants must be U.S. citizens or eligible to work for the United States. Court employees are considered "at will employee in the excepted service and may be terminated with or without cause by the court.

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**Representative Duties:**

- Oversees all case processing functions, e.g., bankruptcy, civil and criminal intake, pro se services, and data quality analysis.
- Communicates and meets with judges and staff about policy and the administration of court procedures; represents the Clerk on judicial committees as a subject matter expert;
- Performs extensive analytical and writing duties in developing, drafting and editing procedures, manuals, court rules and Clerk Office policies;
- Identifies needed areas of change; develops, implements and evaluates legal, administrative, and information technological systems improvements court-wide to enhance better business practices, reduce costs, and achieve effectiveness in adherence to federal, administrative and local court policies, rules, general orders and procedures;
- Leads and manages the operational supervisors (Divisional Office Managers and Courtroom Services Supervisor) and oversees and has knowledge of the job functions of operational employees in all locations throughout the District;
- Maintains communication with staff throughout the court and provides guidance regarding activities, policies, and procedures within the designated area of expertise and responsibility;
- Coordinates and implements special projects related to court administration and other areas, as may be requested by judges or the Clerk;
- Advises the Clerk on matters affecting the reporting units as well as the functioning of the entire Clerk's office.
- Assists in the development and administration of the court's Performance Management Plan, to include the administration and guidance of performance improvement plans.
- Acts as the clerk in the absence of the Clerk.

**Minimum/Required Qualifications:**

**Education:**

Candidates must have at minimum a bachelor's degree in a related field from an accredited college or university. A master's degree, relevant post graduate certification or a Juris Doctor (J.D.) is preferred and may be substituted for up to two years of professional experience.

**Experience:**

Candidates must have a minimum of six years progressively responsible administrative, supervisory or professional experience in the area of public and/or court administration. At least three of the six years of experience must have been in a position of substantial management/supervisory responsibility, where the incumbent can demonstrate their leadership of teams, the delivery of performance feedback to subordinates and conducting regular, formal performance evaluations.

Federal or state court experience is required; experience in bankruptcy court operations is preferred. This experience should include a general understanding of court operations and administration, the ability to successfully lead with vision, the ability to sustain a high level of organizational excellence, the ability to develop and execute strategic plans, the ability to articulate management priorities, the ability to foster strong and effective working relationships, the ability to integrate current and future technologies and the ability to analyze data. Previous experience or education in HR principles and practices and project management skills are a plus. Excellent verbal and written communication and interpersonal skills, organizational and problem-solving skills are a must; strong leadership and management qualities, ability to lead with vision and integrity, and a desire to achieve and maintain a high level of professional excellence desired. Working knowledge of legal terminology and court procedures is required. Federal court experience, including familiarity with federal bankruptcy, civil and criminal rules and procedures, as well as a working knowledge of the federal judiciary's case management, electronic filing and calendaring applications is preferred.

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**Benefits:**

- A generous benefits package includes the following
  - 13 days paid leave per year plus 10 paid holidays
  - Health benefits under the Federal Employee's Health Benefits Program (FEHB)
  - Life insurance benefits under the Federal Employees' Group Life Insurance Program (FGLI)
  - Flexible Benefits Program
  - Federal Employees' Group Long Term Disability Program (FGLTD)
  - Long Term Care Insurance through the Federal Judiciary of the Office of Personnel Management (OPM).

**Boise Information:**

The headquarters for the U.S. Courts in the District of Idaho is located in scenic Boise, Idaho. The City of Boise is part of a thriving metropolitan area of 650,000 people. Nestled in the Treasure Valley against majestic foothills, Boise is the largest metropolitan area in Idaho. Boise is a great place to live and raise a family. Whether it's the vibrant cultural and recreational opportunities, the friendly people or mild climate, Boise and the surrounding communities offer a quality of life second to none. Affordable housing, a safe, clean and vibrant downtown, and nearby recreational areas that offer opportunities for boating, camping, hiking and skiing, make Boise an ideal place to live.\* For more information on Boise, please visit the [www.visitidaho.org](http://www.visitidaho.org) website.

\* Boise Metro Chamber of Commerce [www.boisechamber.org](http://www.boisechamber.org)

**Supplemental Statement:**

All applicants will need to provide a supplemental statement addressing the following questions on management and organizational philosophy. Please ensure that your supplemental statement addresses each of the questions as a separate item.

- (1) Please describe your experience with case processing, docketing/quality control, and in-court judicial support.
- (2) From your review of the job announcement, what areas do you feel will provide you with the greatest challenges? How would you mitigate these challenges if selected for this position?
- (3) Please describe your management philosophy. As part of your answer, please include an organizational chart or brief description of the reporting structure in your work area.
- (4) What is your strategy and approach for managing, leading and communicating with staff, including those who work remotely? This includes staff development, establishing work measurement (performance standards), monitoring, controlling quality, motivating staff, managing and championing change, and empowering teamwork. Describe at least one project where you effectively established a leadership role and the communications skills you utilized.
- (5) Please describe a specific example of a time when you leveraged technology to achieve greater efficiencies and how this led to cost and time savings.
- (6) Describe your knowledge, skills and abilities in strategic planning and the development of policy, procedures, programs and management of the same. Explain your involvement in these aspects both internally and externally.
- (7) In the area of employee relations, describe the most challenging experience you have had addressing personnel issues and how you resolved the situation.

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**Process/Disclosures:**

\*Application forms (AO-78) are available on our website in fillable format at [www.id.uscourts.gov/employment.cfm](http://www.id.uscourts.gov/employment.cfm), or at any of our office locations. Please print or type all information. If your application does not provide all information requested, or if your applicant packet is not complete or late, you may lose consideration for this position.

Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

Partial relocation reimbursement may be available, depending on budgetary constraints.

As a condition of employment, all new employees are subject to a background check or investigation which includes an FBI fingerprint check, and retention depends upon a favorable suitability determination. The Federal Financial Management Reform Act requires direct deposit of federal wages.

The Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Employees of the United States Courts are not included in the government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees.

**Due to the expected high volume of applicants for this position, the U.S. Courts for the District of Idaho will only make contact with those qualified applicants who will be invited for an interview.**

THE UNITED STATES COURTS FOR THE DISTRICT OF IDAHO  
IS AN EQUAL OPPORTUNITY EMPLOYER