



**United States District Court
District of Alaska
222 W. 7th Avenue, Box 4, Rm 229
Anchorage, Alaska 99513
www.akd.uscourts.gov**

Position: Chief Deputy Clerk (Type II) – Job # USDC 18-01 (Permanent, Full-time)
Opening Date: January 11, 2018
Closing Date: February 12, 2018, or until filled
Starting Salary: JS 15 -16 (\$139,611 – 163,739; figure includes 3.74% COLA) Depending upon experience, qualifications and previous government service
Location: Anchorage, Alaska

The United States District Court for the District of Alaska is currently accepting applications for a full-time Chief Deputy Clerk position within the Clerk's Office in Anchorage, Alaska.

The Chief Deputy Clerk is a senior executive-level position that reports directly to the District Court Executive/Clerk of Court. The Chief Deputy Clerk advises the District Court Executive/Clerk of Court on policy matters; establishes and maintains relationships with other court units, governmental agencies, the Bar, and the community and professional organizations; analyzes and interprets trends, statistics, and patterns to help the court anticipate challenges and opportunities for growth and change; establishes standards, evaluates performance and makes recommendations to improve court administration.

REPRESENTATIVE DUTIES:

- Assists in providing leadership, management, and supervision for the operations of the Clerk's office.
- Assists in overseeing the business of the court, including the processing of cases, statistical reporting, case management, and serving as a custodian of official court records.
- Formulates, recommends, implements and evaluates policy and procedures. Participates and collaborates in the establishment and development of court-wide policies. Assists with developing and executing strategic and long-range plans of the Clerk's office and the court. Interprets and applies the appropriate statutes, rules, and operation procedures, including the Guide to Judiciary Policy and local internal policies and controls.
- Analyzes the overall flow of cases within the court to ensure effective case management. Assists with managing the jury operations and make recommendations to improve juror utilization.
- Supervises preparation and submission of various reports to include statistical reports relating to cases filed, disposition of cases, naturalization petitions and other reports required to reflect the workload of the court.
- Interacts with the Administrative Office, Federal Judicial Center, other federal agencies, court units, the Bar, government agencies, judges and the public to resolve complex issues of practice and procedure.
- Travel to other court locations within Alaska is required; this position will also require occasional travel nationwide.
- Performs other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree from an accredited four year college or university is required
- A graduate degree in law, public, business, or court administration or other applicable field is highly preferred
- Qualified applicants must possess a minimum of six (6) years progressively responsible experience in an administrative, supervisory, managerial or professional experience that includes supervising staff. At least three of the six years of required experience must have been in a position of substantial management responsibility
- Demonstrated time management and organization skills
- Ability to communicate effectively, both orally and in writing, in a professional manner
- Ability to apply a body of rules, regulations, directives, or laws
- Working knowledge of legal and court terminology
- Ability to maintain strict confidentiality and work under deadlines

BENEFITS:

Employees of the U.S. District Court are entitled to benefits, which include participation in the Federal Employees Retirement System, Thrift Savings Plan, choice of a health benefit plan from several options, dental, vision, life insurance, long term disability, long term care, annual/sick leave, federal holidays, and periodic salary increases.

APPLICATION AND SELECTION PROCEDURE:

Qualified candidates may apply by e-mailing the following:

- a cover letter (include job title/number listed above);
- detailed resume including salary history;
- names and contact information for three professional references;
- completed application for Judicial employment, form AO-78, available: <http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>;
- application documents should be e-mailed in a **single .pdf document** to: HR@akd.uscourts.gov; and
- responses to the following questions:
 - 1) Please provide examples, which demonstrates your ability to identify and implement solutions to complex issues challenging an organization. Include your level of responsibility, the issues identified, the analytical process, strategy and managerial direction that was required, measures required for implementation, and the final results.
 - 2) In the area of employee relations, describe the most challenging experience you have had addressing a personnel issue within the past three years, and how you resolved the situation.
 - 3) Describe your management philosophy and leadership style.
 - 4) Please provide examples of your experience in the development and management of fiscal budgets, including your process and guidance of the financial team.

Please direct questions regarding this position to Jennifer Gamble, Human Resources Manager, at (907) 677-6109.

Relocation or recruitment expenses may be reimbursed. The Court is not authorized to reimburse travel expenses for interviews. Initial interviews may be conducted by video conference or telephone. This position is subject to mandatory electronic direct deposit of salary payments. Applicants must be a U.S. Citizen or eligible to work in the United States. All court employees are in the excepted service and are required to adhere to the Code of Conduct for Judicial Employees, which is available to applicants to review upon request.

The Chief Deputy Clerk Type II position is an Executive High-Sensitive position within the federal judiciary. The applicant selected must successfully complete a ten year background investigation, and every five years thereafter will be subject to re-investigation. The background investigation includes fingerprinting, criminal records check, and credit check. The applicant selected will be hired pending successful completion of the investigation. A negative finding from the background check may result in termination of employment.

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.

The United States District Court is an Equal Opportunity Employer