



UNITED STATES DISTRICT COURT DISTRICT OF MARYLAND VACANCY ANNOUNCEMENT

POSITION: Management Analyst
DUTY STATION: Baltimore, Maryland
(with occasional travel to other locations in the District)

OPENING DATE: July 26, 2019
CLOSING DATE: Open Until Filled with
first preference given to applications received
by August 9, 2019

SALARY: CL 26 (\$50,669 - \$82,326) Two years of general experience** or college degree plus
three years of specialized experience** required
CL 27 (\$55,645 - \$90,484) Two years of general experience** or college degree plus
four years of specialized experience** required

The Clerk of the United States District Court for the District of Maryland is seeking qualified applicants for the full-time position of Management Analyst. The Management Analyst supports Clerk's Office operations, manages court projects, drafts instructional materials for various departments, and coordinates staff training opportunities. The incumbent ensures the efficient management and support of events, meetings, trainings, correspondence, reports, and resources and analyzes problems and develops solutions.

Duties include, but are not limited, to the following:

- Researches, drafts, and prepares documents, manuals, and reports in support of Clerk's Office operations and management.
- Conducts annual internal control audit of Clerk's Office functions, including data gathering and research from staff and court systems, analyzing and reviewing data, and preparing a timely and accurate audit report in compliance with the Guide to Judiciary Policy.
- Serves as project manager on court projects and special initiatives, including facilitating and directing assignments to staff from the Clerk's Office and chambers.
- Analyzes court operation activities and processes to increase operational efficiency, including developing data collection processes, gathering data, and preparing related reports for management.
- Maintains and develops court internal operating procedures through the administration of the internal and external website, including ensuring regular updating of content and developing standard formats and organizational structure.
- Develops and administers a district-wide training program in support of local policies, goals, procedures, and internal controls. Coordinates, delivers, and evaluates training programs, including those developed in-house and those developed by outside vendors.
- Identifies training needs through surveys, interviews, and meetings with court employees. Analyzes organizational concerns and recommends training based on findings. Advises and makes recommendations to management on relevant training for specific positions within the court unit.
- Drafts manuals, handbooks, job aids, internal and external website content, and other training or educational materials.
- Coordinates with the Federal Judicial Center and the Administrative Office to determine educational programs, services, and resources available which best meet local training needs.
- Performs other duties as assigned.

Qualifications and Requirements:

- High school graduation or equivalent required.
- General experience is progressively responsible experience that provides evidence that the applicant has: (1) a good understanding of the methods and administrative machinery for accomplishing the work of an organization; (2) the ability to analyze problems and assess the practical implications of alternate solutions; (3) the ability to communicate with others, orally and in writing; and (4) the capacity to employ the knowledge, skills, and abilities in the resolution of problems.
- Specialized Experience is progressively responsible clerical or administrative experience that is in, or closely related to the work of the position and which has demonstrated the particular knowledge, skills, and abilities to successfully perform the administrative duties of this position.
- Ability to exercise good judgment, act with diplomacy, and maintain confidentiality.

- Ability to understand and accurately carry out detailed and complex instructions while managing tight deadlines and conflicting priorities.
- Excellent analytical, problem solving, critical thinking, research, and writing skills.
- Ability to communicate effectively, both orally and in writing, with persons with varying experiences and backgrounds. Excellent interpersonal skills.
- Excellent organizational and administrative skills.

Preferred Skills:

- Legal and/or court experience and college degree preferred.
- Excellent technical ability and the desire to learn new technology.
- Strong independent writing skills.
- Knowledge of federal court operations.

Federal Benefits:

- 10 paid holidays per year.
- Paid annual leave in the amount of 13 days per year for the first three years; 20 days after three years; and 26 days after fifteen years of federal service.
- Paid sick leave in the amount of 13 days per year.
- Mandatory participation in the Federal Employees Retirement Program and the Social Security Retirement program.
- Optional participation in the Thrift Savings Plan, the Federal Employees Health, Dental, Vision and Life Insurance programs, Long Term Disability Plan, Long Term Care Insurance, Flexible Benefits programs and the Commuter Benefit program.

How to Apply:

Submit resume, salary history, a cover letter stating the reasons for your interest in the position, and a completed AO-78 Application for Federal Employment as a single PDF document to: jobs@mdd.uscourts.gov

****To ensure first consideration, complete application packets must be received no later than 5:00 p.m. on August 9, 2019. Incomplete or incorrectly submitted application packets may not be considered for the position.**

Due to the volume of applications received, the court will only communicate with those individuals invited for an interview.

- The United States District Court is an Equal Opportunity Employer. All applications will be reviewed to identify the best qualified candidates.
- In the event a position becomes vacant in either division and in a similar classification within a reasonable time from the original announcement, the Clerk of Court may select an appointee from the candidates who responded to the initial announcement without posting the vacancy.

Conditions of Employment:

- Applicants must be a United States citizen or national or a permanent resident who is seeking citizenship in the United States. Successful candidate for this position is subject to a full fingerprint and background records check and mandatory electronic direct deposit of salary payment.
- This is a high-sensitive position within the Federal Judiciary. The selected candidate will be hired provisionally, pending the successful completion of the required background investigation and favorable employment suitability determination. Reinvestigation will be required every five year thereafter.
- Selected applicant will be required to complete a one-year probationary period. Failure to successfully complete the probationary period may result in termination of employment. Positions in the United States Courts are excepted appointments, are not under the Civil Service System, and are "at will" employees.
- Employees must adhere to the Code of Conduct of Judicial Employees which is available at: <http://www.uscourts.gov/RulesAndPolicies/CodeOfConduct.aspx>
- The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which actions may occur without prior written or other notice.