



UNITED STATES DISTRICT COURT DISTRICT OF MARYLAND

EMPLOYMENT OPPORTUNITY

Position:	Clerk of Court
Appointment:	Full-time
Duty Station:	Baltimore, MD with regular travel to Greenbelt, MD
Salary Range:	JSP 17/01 – JSP 18/10 (\$192,211 to \$216,400)
Promotion Potential:	Up to JSP 18 without further competition
Open To:	All qualified applicants
Opening Date:	July 31, 2020
Closing Date:	Open until filled. To apply for this position, please send a cover letter of two pages or less that outlines your qualifications and the reasons why you are seeking the position. Please also send a resume, salary history, a brief writing sample of five pages or less addressing a legal or administrative topic/issue. , and Application for Judicial Employment, form AO-78 to Tina Stavrou, HR Administrator at MDDVacancy@mdd.uscourts.gov Application packets must be submitted as a single PDF and be received by 5:00pm (EST) on September 15, 2020 , to receive priority consideration.

POSITION OVERVIEW:

The United States District Court for the District of Maryland is seeking qualified applicants to serve as the Clerk of Court. The Clerk serves as a high-level executive administering a complex, diverse, and innovative organization. The person occupying this position, working under the Chief Judge, has overall management authority and responsibility for the administrative activities of the Clerk's Office and oversees the performance of the statutory duties of the office. The position requires an individual who possesses the experience, management skills, and technical expertise necessary to anticipate and resolve complex administrative, operational, budgetary, and information technology challenges quickly and efficiently. Exceptional communication and interpersonal skills are required, along with a proven record of leadership and accomplishment, preferably in a court environment.

The Court presently consists of ten active Article III Judges, three Senior Article III Judges, eight full-time Magistrate Judges, one part-time Magistrate Judge and two recalled Magistrate Judges. The Clerk of Court is appointed by the judges of the Court and serves at the will and pleasure of the Court. The U.S. District Court for the District of Maryland consists of two divisional offices located in Baltimore and Greenbelt, with a small presence in Salisbury, Maryland. The District includes all 23 counties in Maryland and the City of Baltimore.

REPRESENTATIVE DUTIES:

- Preparing and managing the annual budget;
- Hiring and managing personnel, as well as designing and managing training programs;
- Consulting with and making recommendations to the judges regarding court policies and procedures;
- Directing staff responsible for the processing of civil and criminal cases, the issuance of process and the maintenance of official records in the custody of the court;
- Managing the jury operations of the court and making recommendations to improve juror utilization;
- Directing through subordinate staff the court's financial service function including purchasing, juror payments, and accounting functions for both the District Court and the Probation Office;
- Directing staff responsible for automation and information technology services; developing IT policy and strategies in compliance with the national judiciary requirements for internal and external systems, including the electronic courtrooms; and overseeing IT infrastructure, network administration, IT security, voice, data and evidence presentation systems, mission-critical databases and judiciary-specific applications;
- Preparing and overseeing long and short-term plans for space and facilities management for three locations and working closely with the General Services Administration (GSA) on their implementation;
- Providing statistical analysis and preparing required reports and conducting special studies as necessary;
- Working closely with the Chief Judge, District Judges, and Magistrate Judges of the Court regarding court administration, policy matters, local rules and procedures affecting the operations of the court, and collaborating with the Clerk of the Bankruptcy Court and the Chief of the United States Probation and Pretrial Services Office on the same;
- Working with various governmental agencies such as the United States Marshal, the United States Attorney, and the Federal Public Defender on a variety of issues necessary to court activities;
- Working with members of the bar and the public to improve the delivery of court services;
- Performing related duties as required by the Court, the Administrative Office of the U.S. Courts, and relevant law.

QUALIFICATIONS:

A minimum of 10 years of progressively responsible administrative experience in public service or the private sector that provides a thorough understanding of the organizational, procedural and human aspects of managing an organization, preferably in a court environment. At least three of the 10 years' experience must have been in a position of substantial management responsibility. An attorney who is in the active practice of law in either the public or private sector may substitute active practice on a year-for-year basis for the management or administrative experience requirement. A bachelor's degree is required. A law degree from an accredited law school is strongly preferred, but not required.

A bachelor's degree from a college or university of recognized standing may be substituted for 3 years of the required general experience. Preferably such degree should have included courses in law; government; public, business, or judicial administration or related fields. A postgraduate degree in public, business or judicial administration from such a college or university may be substituted for one additional year of the required general experience. A degree from an accredited law school may be considered as qualifying for two additional years of the required general experience.

EMPLOYEE BENEFITS:

This position is covered by the Judicial Salary Plan and is entitled to benefits that include participation in the Federal Employees' Retirement System, Social Security, Thrift Savings Plan (retirement savings plan with immediate employer matching), a choice of a health benefits plan from among several options, federal dental and vision insurance programs, life insurance, a flexible benefit program (pre-tax contributions for health insurance premiums, health care and dependent care expenses), accrual of 13-26 days of annual leave annually, accrual of 13 days of sick leave annually, a long term care program, periodic salary increases, and 10 paid holidays per year.

INFORMATION FOR APPLICANTS:

As a condition of employment, the selected candidate must successfully complete a ten-year background investigation, and subsequent favorable suitability determination, and every five years thereafter will be subject to a re-investigation. The United States District Court is part of the Judicial Branch of government. Judiciary employees serve under excepted appointments (not civil service) and are "at will" employees. An applicant must be a U.S. citizen or eligible to work in the United States. Employees are required to adhere to a Code of Conduct for Judiciary Employees which is available at: <http://www.uscourts.gov/RulesAndPolicies/CodeOfConduct.aspx> which. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of net pay.

APPLICATION PROCESS:

Qualified applicants are invited to submit:

1. A cover letter of two pages or less that outlines your qualifications and the reasons why you are seeking this position. The letter should also address the knowledge, skills, and experience you possess to perform the duties of the Clerk;
2. A detailed résumé;
3. Salary history;
4. A brief writing sample of five pages or less addressing a legal or administrative topic/issue; and
5. A completed Application for Judicial Employment, form AO-78 (available at <http://www.uscourts.gov/forms/AO078.pdf>).

Completed application packages may be emailed in a single PDF, to Tina Stavrou, HR Administrator at MDDVacancy@uscourts.gov In the email subject line, please reference **Clerk of Court**.

To receive priority consideration, application packages must be received by **5:00pm (EST) on September 15, 2020**. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed. Only applicants selected for interview will be contacted. If selected for an interview you will be requested to submit the names and contact information for three (3) professional references. 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.

The United States District Court is an equal opportunity employer and values diversity in the workplace.