



**United States District Court
Southern District of Ohio
<http://www.ohsd.uscourts.gov/>**

VACANCY ANNOUNCEMENT

August 20, 2014

Vacancy Announcement Number - 14-23/CLKCRT

Clerk of Court

Duty Station - Columbus Courthouse – 85 Marconi Boulevard

Salary: JSP 16 – JSP 18 (\$138,263 - \$167,000)

Closing date for receipt of application packets: Friday, October 3, 2014

The United States District Court for the Southern District of Ohio is seeking applicants for the position of Clerk of Court. The Court has locations in Cincinnati, Columbus and Dayton, Ohio. The Court presently consists of 8 Active Article III Judges, 6 Senior Article III Judges and 9 Full-Time Magistrate Judges. The Court anticipates that the Clerk will be located at the Columbus Courthouse.

The Clerk of Court is a regular, full-time position. The Clerk is appointed by and serves the Judges of the Court. This is an executive, high-level management position which functions under the direction of the Chief Judge of the Court. The Clerk is responsible for managing the administrative activities of the Clerk's Office and overseeing the performance of the statutory duties of the office.

By statute, the Clerk of Court must reside in the District.

ABOUT THE SOUTHERN DISTRICT OF OHIO:

The Southern District of Ohio covers a broad geographic area encompassing forty-eight urban and rural counties from an imaginary line just north of Columbus south to the Ohio River. The District is comprised of over 260 individuals including twenty-three Judges, Chambers Staff, and the Clerk's Office staff, the U.S. Probation Office's staff and U.S. Pretrial Services Office's staff, located in the Cincinnati, Columbus and Dayton Courthouses.

DUTIES AND RESPONSIBILITIES:

- Consult with and make recommendations to the Judges regarding court policies and procedures;
- Direct 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;
- Manage the jury operations of the court;
- Manage all automated systems;
- Develop and manage the annual budget;
- Manage financial services, including payments, purchasing and accounting;
- Manage procurements and contracting;
- Manage space and facilities;
- Manage human resources;
- Manage staff and all other resources;
- Conduct special studies, prepare statistical and narrative reports;
- Work with members of the bar and the public to improve the delivery of court service;
- Work with various governmental agencies on issues impacting court activities such as security, fiscal, naturalization, and training, and on issues where communications and coordination would be beneficial;
- Maintain relationships with the Sixth Circuit Court of Appeals, district courts of the circuit, the court's standing committees, the practicing bar, the Administrative Office of U.S. Courts, the Federal Judicial Center, and governmental agencies having business before the court;

- The incumbent is expected to develop and maintain a close working relationship with all other court unit executives.

QUALIFICATIONS:

Candidates must have a minimum of 10 years of progressively responsible administrative experience in public service or business which provides leadership capabilities and a thorough understanding of organizational, procedural, fiscal, and human aspects in managing an organization. At least three of the 10 years of 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 said active practice on a year-for-year basis for the management or administrative experience requirement.

Education in a college or university of recognized standing may be substituted for a maximum of 3 years of the required general experience on the basis of one academic year of education equals 9 months of experience.

- 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, 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.

Prospective candidates who have a performance history that demonstrates proven skills in managing limited resources, prioritizing and problem solving, organization and communication are preferred. Excellent academic records, experience in a court environment, a law degree, experience in the practice of law, excellent knowledge of the Civil and Criminal Code, and knowledge of the operation of electronic records systems are also preferred.

Benefits:

The United States District Court offers a generous benefits package to full-time permanent employees which include:

- | | |
|---|---|
| 10 Paid Federal Holidays | Long-Term Care Insurance (optional) |
| 13 Days Paid Vacation (per year for the first three years) | Public Transit Subsidy Program (optional) |
| 20 Days Paid Vacation (after three years) | Short-Term Disability Plan (optional) |
| 26 Days Paid Vacation (after fifteen years) | Long-Term Disability Plan (optional) |
| 13 Days Paid Sick Leave | Credit Union Participation (optional) |
| Medical, Dental, Vision Coverage | |
| Life Insurance (optional) | |
| Thrift Savings Plan with matching funds (401k & Roth 401k style) (optional) | |
| Participation in Federal Employees Retirement System (FERS-FRAE) | |
| Health, Dependent & Commuter Reimbursement Programs (optional) | |

Conditions of Employment:

Applicants must be U.S. citizens or permanent resident seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so. Positions in the Federal Judiciary are excepted service appointments, are considered “at will” and can be terminated with or without cause.

A full government background investigation, including an FBI fingerprint and criminal records checks, will be conducted, as a condition of employment, on the candidate selected for this position. The selectee will be hired provisionally pending successful completion of the investigation and a favorable suitability determination. Unsatisfactory results could result in termination of employment.

All information provided by applicants is subject to verification. Applicants are advised that false statements or omission(s) of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

Qualified persons interested in being considered for this position should submit a cover letter (include vacancy announcement number, 14-23/CLKCRT on the cover letter and in the subject line of the email) specifying qualifications in relation to the position, an AO78 (Application for Judicial Branch Federal Employment Form available on the court website) and a resume in PDF format to:

Christina Romano
Human Resources Manager
Email: districtcourt_vacancy@ohsd.uscourts.gov

Please do not cut and paste your resume into your email.

If you fail to provide these documents, your application package may be considered incomplete and may not be considered any further.

Expenses for interviews or relocation are not authorized for reimbursement.

Only applicants selected to receive an interview will be notified by phone or e-mail. The District reserves the right to amend or withdraw any announcement without written notice to applicants. The District reserves the right to conduct interviews at any time prior to or after the closing date for receipt of applications.

The Southern District of Ohio is an equal opportunity employer and values diversity in the workplace.