

POSITION TITLE: CLERK OF COURT

COURT NAME: U.S. DISTRICT COURT – MIDDLE DISTRICT OF GEORGIA

CITY: MACON STATE: GEORGIA

JOB GRADE: JSP 16 – 17

SALARY MAX: \$169,756 Depending on Experience

CLOSING DATE: February 27, 2015

The U.S. District Court for the Middle District of Georgia is seeking applications from qualified candidates for the position of Clerk of Court. The Clerk of Court is appointed by and serves the Judges of the court. This is a high-level management position that functions under the direction of the Chief Judge of the court. As the executive officer of the Clerk's Office, the Clerk of Court is responsible for managing the administrative and operational activities of the Clerk's Office and overseeing the performance of the statutory duties of the office.

Representative Duties: The Clerk of Court performs a variety of duties which include, but are not limited to the following:

- Consulting with and making recommendations to the Judges regarding court policies and procedures;
- Preparing and managing the annual budget;
- 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 as required to improve juror utilization;
- Directing through subordinate personnel the court's financial service function including purchasing, juror payments, and accounting functions;
- Managing personnel, vendors and resources in the plan, design, procurement, installation and implementation of new technology for the court;
- Working with members of the bar and the public to improve the delivery of court services;
- Working with various governmental agencies on a variety of issues necessary to court activities;

- Hiring and assigning personnel as well as designing and managing training programs;
- Planning and overseeing courthouse construction projects.
- Conducting special studies as directed and preparing statistical and narrative reports.

Experience Required:

- 10 years progressively responsible administrative experience in public service or business that provides a thorough understanding of organizational, procedural and human aspects in managing an organization.
- At least 3 of the 10 years experience must have been in a position of substantial management responsibility.
- Experience in the federal judiciary is required; particularly, operational knowledge of the courts and electronic filing as well as a working knowledge of the Federal Rules of Criminal and Civil Procedure and the Court's Local Rules.
- Active Practice of Law – An attorney in active practice in either the public or private sector may substitute active practice on a year-for-year basis for both administrative and management experience requirement.
- Educational Equivalents - A bachelor's degree from a college or university of recognized standing may be substituted for 3 years of required administrative experience. A degree from an accredited law school may be considered as qualifying for 2 additional years of required administrative experience.

Qualifications:

- Completion of a Juris Doctor Degree from an accredited university.
- Proven leadership skills that include an adaptable, engaging and constructive communication style.
- Proven problem-solving abilities that demonstrate an ability to gather and analyze relevant data and work collaboratively with others.
- Outstanding organization, multi-tasking and presentation skills. Ability to adapt to and lead changes in requirements and direction received from the court.
- Excellent oral and written communication skills.

- Detail oriented and highly organized with strong project management skills. Ability to conduct research, apply new principles and propose solutions.
- Strong interest in and commitment to the mission of the federal courts.
- Familiarity with the Federal Rules of Civil and Criminal Procedure.

Benefits:

A generous benefits package is available and includes the following:

- 10 paid federal holidays
- Paid annual and sick leave
- Retirement benefits under the Federal Employees Retirement System (FERS)
- Health benefits under the Federal Employees' Health Benefits Program (FEHB)
- Life insurance benefits under the Federal Employees' Group Life Insurance Program (FEGLI)
- Long Term Care Insurance options through the Federal Judiciary or the Office of Personnel Management (OPM)

How to Apply:

Submit the following documents by 5:00 p.m. on February 27, 2015:

- Cover letter indicating why you are interested in the position
- Current resume detailing specialized experience, salary history, functions managed and number of personnel supervised.
- List of three professional references, including their current contact information
- Completed AO-78, Application for Federal Judicial Branch Employment (Application form (AO-78) is available on our website in fillable format at <http://www.gamd.uscourts.gov>)

Submit your private and confidential application package to:

PRIVATE & CONFIDENTIAL

Mr. William E. Tanner, Clerk
United States District Court

Middle District of Georgia
Post Office Box 128
Macon, GA 31202