

**Vacancy Announcement**  
**CO-02/14**  
**UNITED STATES COURT OF APPEALS**  
**FOR THE THIRD CIRCUIT**

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Announcement Date: **February 7, 2014**

Position Title: **Supervisor, Courtroom Operations**

Location: **Philadelphia, PA**

Closing Date: **February 14, 2014**

Classification Level: **CL-28/29/30 (\$59,293- \$104,184) based upon qualifications and experience.**

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### **Position Overview**

This position is located in the Clerk's Office of the Third Circuit Court of Appeals. The incumbent coordinates all calendaring activities and court sittings, and oversees all official records received, created by or processed in the Clerk's Office. The incumbent is directly supervised by the Chief Deputy.

### **Duties and Responsibilities**

- Supervises briefing specialists, records/mail, calendaring and front desk personnel with assistance from and in conjunction with the records/mail and calendaring coordinators. Approves leave, ensures time and attendance requirements are met, ensures proper staffing coverage for office, and performs annual employee evaluations.
- Coordinates court sittings and events. Works with Chief Judge in preparing sitting schedule; supervises calendaring of cases; resolves scheduling problems; assigns courtrooms; oversees videoconferencing program.
- Maintains recusal lists and answers staff questions regarding recusal; ensures that automation systems and cm/ecf function properly.
- Oversees records. Supervises the receipt, handling, preparation, maintenance, storage, archiving, and control of all official and quasi-official records and material received in, created by, or processed through the Clerk's office; oversees archiving of records.
- Oversees the day-to-day operation of applicable technology used in the court to ensure reliable and effective operation. Designs transactions and produces reports. Tests and evaluates new technology prior to application in court environments. Trains staff on cm/ecf functions and on courtroom technology such as video recording. Supervises cm/ecf help desk.

### **Qualification Requirements**

A high school diploma, or equivalent, is required. A successful candidate must demonstrate at least three years of general office experience or other work that indicates the possession of, or the ability to acquire, the necessary knowledge and skills. Two years of job related specialized experience, including progressively responsible administrative, technical, professional or supervisory experience at or equivalent to the next lower grade in federal service, is required. The ideal candidate must possess the ability to exercise mature judgment, the ability to understand court managerial policies, and possess the necessary skills to lead a team of employees. Familiarity with cm/ecf recusal programs and panel assignment programs is a preferred skill. Educational substitutions may apply for general experience.

**Benefits**

Federal benefits include paid vacation based on years of service and/or experience, paid holidays, sick leave, health and life insurance plans, Federal Employees Retirement System, Long-Term Care insurance, and the Thrift Savings Plan (similar to 401K plan).

**Conditions of Employment**

Must be a United States citizen, or must meet the requirements established by current appropriations law. Positions with the U.S. Courts are excepted service appointments. Excepted service appointments are “at will” and can be terminated with or without cause. Employees will be hired provisionally pending the results of a fingerprinting background check. Direct deposit of pay is required.

**Application Instructions**

Submit résumé, cover letter, and references to [crtopsupv@ca3.uscourts.gov](mailto:crtopsupv@ca3.uscourts.gov).

**The U.S. Court of Appeals is an Equal Opportunity Employer**