



## **United States Court of Appeals for the Third Circuit**

DATE: January 30, 2018  
POSITION TITLE: Chief Deputy Clerk (Type II)  
VACANCY NUMBER: CO 01/18  
LOCATION: Philadelphia, Pennsylvania  
CLASSIFICATION LEVEL: JS-15 – JS-16  
SALARY: \$130,973 – \$174,500  
CLOSING DATE: February 13, 2018

### **POSITION OVERVIEW**

The Clerk's Office, United States Court of Appeals for the Third Circuit, located in Philadelphia, Pennsylvania, is accepting applications for the position of Chief Deputy Clerk. This position serves as the Second-in-Command to the Clerk of Court, with full supervisory and management responsibility for the office. The Chief Deputy Clerk reports to and assists the Clerk in providing support to the judges of the Court of Appeals by overseeing and leading the Court's extensive administrative and operational functions. The U.S. Third Circuit Court of Appeals consists of district courts and bankruptcy courts located in Pennsylvania, New Jersey, Delaware and the U.S. Virgin Islands.

### **REPRESENTATIVE DUTIES**

- Overall supervision of operational and administrative functions of the Office of the Clerk.
- Serves in an advisory capacity to the Clerk concerning policies, goals and objectives.
- In the absence of the Clerk, performs all necessary duties related to the Office of the Clerk.
- Coordinates all aspects of case management activity and exercises direct supervision over office managers.
- Manages the financial aspects of the office, including the collection of and accounting for all fees.
- Ensures the accuracy of information disseminated by the office, and in special circumstances assists the Clerk as the representative of the Court to the media, district courts, federal agencies, lawyers, litigants, and the public at large.
- Assists the Clerk in establishing policy. Studies issues regarding quality and quantity of work and makes recommendations.

### **QUALIFICATION REQUIREMENTS**

Successful candidates must have a minimum of six (6) years of progressively responsible administrative, professional or legal experience, including at least three (3) years

specialized experience in a position of substantial management responsibility. Applicant should possess a thorough knowledge of the concepts, principles, policies and theories of management and administrative processes. Experience in the federal judiciary, including familiarity with budget, fiscal, personnel and information technology issues, are strongly preferred. One year of the required experience must have been at, or equivalent to, the next lower grade in federal service. A successful candidate must have a bachelor's degree; an advanced degree in law, management or related field is strongly preferred. Applicant must possess superior writing, analytical, communication and interpersonal skills, as well as demonstrated ability to exercise mature judgement. The candidate must be experienced in managing multiple complex tasks with competing deadlines. The candidate must be knowledgeable of the operation and maintenance of a court-based electronic case filing system.

### **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 by the Court. Employee will be hired provisionally pending the results of a background investigation. Direct deposit of pay is required.

### **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).

### **APPLICATION INSTRUCTIONS**

Submit cover letter, resume and references on-line to [www.ca3.uscourts.gov/vacancy-announcements](http://www.ca3.uscourts.gov/vacancy-announcements). Online documents must be in PDF format. Faxes will not be accepted. **Incomplete submissions may not be considered.** The court will only communicate with those applicants who will be interviewed.

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