



United States Court of Appeals for the Eleventh Circuit

CHIEF DEPUTY CLERK

VACANCY ANNOUNCEMENT #: 21-4

LOCATION: Atlanta, Georgia

APPOINTMENT: Permanent/Full-Time

OPEN/CLOSING DATE: June 21, 2021 – August 5, 2021

Open Until Filled – Preference given to applications received by August 5, 2021.

SALARY RANGE: JSP 15/16: \$134,938 - \$183,300 Starting salary is dependent upon qualifications, experience, and court funds.

ABOUT THE COURT

The United States Court of Appeals for the Eleventh Circuit is headquartered in Atlanta, Georgia. The Eleventh Circuit encompasses the states of Alabama, Florida, and Georgia. Appellate filings originate from decisions of federal district and bankruptcy courts and administrative agencies within the Circuit. The Clerk's Office has approximately sixty staff members who support twelve active judges and nine senior judges.

POSITION OVERVIEW

The Chief Deputy Clerk is a senior-level, second-in-command management position reporting to the Clerk of Court. The Chief Deputy assists the Clerk in managing all aspects of Clerk's Office's administrative and operational functions including: case and records management, human resources, statistical reporting, automation, court sessions, and fiscal matters. The Chief Deputy Clerk also assists the Clerk in overseeing the office's legal matters, which include: complex motions work, preparation of legal analysis and recommendations, drafting local rules, attorney discipline matters, processing judicial conduct and disability complaints, and assisting the Court with complex procedural issues. The Chief Deputy Clerk directly supervises and supports upper-level managers and serves as general office manager. The Chief Deputy Clerk acts for the Clerk in his absence.

REPRESENTATIVE DUTIES

- Manages the day-to-day operations of the Clerk's Office.
- Advises judges and chambers staff regarding complex procedural matters.
- Develops, implements, and refines policies, programs, and procedures, which may include working with the Federal Judicial Center and the Administrative Office of the United States Courts.
- Monitor's operations and analyzes the effectiveness of office practices and procedures, implementing improvements as needed.
- Oversees the receipt, handling, preparation, maintenance, storage, and control of all records and material received in, created by, or processed through the Clerk's Office.
- Reviews judicial conduct and disability matters.
- Manages Clerk's Office projects and oversees implementation of new programs and technologies, including overseeing updates to CM/ECF and other applications.
- Works with the Clerk to develop organizational goals and objectives as well as to establish and implement office policies.
- Oversees the office's financial functions, including developing spending and budget plans, approving purchase requests, reconciling financial reports, accounting for fees, and serving as Certifying Officer for payments.
- Performs quality control reviews of cases and Clerk's Office work product.
- Reviews statistical information.

BACKGROUND INVESTIGATION/SECURITY CLEARANCE

The position of Chief Deputy Clerk is a high-sensitive position. As a condition of employment, the selected candidate must successfully complete a background investigation. Employment will be considered provisional pending the successful completion of the background investigation and a favorable suitability determination. The selected candidate will be subject to re-investigation every five years. The selected candidate also must be able to obtain and/or maintain a top secret/SCI security clearance.

- Participates in the recruitment, selection, training, promotion, discipline, and evaluation of staff members.
- Responds to inquiries regarding appellate rules and Clerk's Office procedures from other courts, federal agencies, lawyers, litigants, and the public as well as assists the Clerk in making presentations to bar and other groups.
- Oversees the general working conditions of the office, including the use of equipment, furniture, and physical layout of the office.

EXPERIENCE AND QUALIFICATIONS

The position requires a minimum of three years of progressively responsible general experience in administrative, professional, investigative, technical, or other responsible work that provided an opportunity to gain: a general knowledge of management practices and administrative processes, skill in dealing with others in person-to-person work relationships, and the ability to exercise mature judgment. In addition, three years of progressively responsible specialized experience in administrative, supervisory, managerial, or professional work that provided an opportunity to acquire thorough knowledge of the basic concepts, principles, policies, and theories of management is required.

MINIMUM QUALIFICATIONS

- A law degree from an accredited law school.
- Admission to practice law before the highest court of a state, territory, commonwealth, or possession of the United States (law license may be inactive).
- Strong academic background, including superior legal research, analytical, writing, and editing skills.
- Demonstrated interpersonal and leadership skills.
- Demonstrated ability to assume and delegate responsibility.
- Demonstrated communication (oral and written) and interpersonal skills.

PREFERRED QUALIFICATIONS

- Complex case management experience and/or management experience in a federal court.
- Substantial professional experience as a practicing attorney, a federal judicial law clerk, and/or a state appellate court law clerk.
- Significant knowledge of office automation and electronic case management filing systems.

WORK SCHEDULE

The selected candidate will generally work from 8:30 AM to 5:00 PM but must be available to work during non-business hours, including weekends and holidays, as needed for emergency and other matters.

The selected candidate may need to travel to attend court sessions, meetings, training, and conferences.

HOW TO APPLY

Qualified applicants interested in this position must submit a **single** PDF containing all of the following:

- Cover letter addressed to Cheryl Vessels, Assistant Circuit Executive for Human Resources;
- Resume and fully completed Federal Judicial Branch Application for Employment (AO78) (Application is available on <http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>);
- Copies of last two performance evaluations or a statement that performance evaluations are unavailable;
- A self-written, self-edited writing sample of no more than five pages; and
- Names and contact information for three professional references (please note that by submitting the references, the applicant consents to those references being contacted).

Application packages must be emailed to human_resources@ca11.uscourts.gov (please reference "Chief Deputy Clerk 21-4" in the subject line). **PLEASE NOTE: APPLICATIONS THAT ARE NOT SUBMITTED AS A SINGLE PDF OR ARE INCOMPLETE MAY NOT RECEIVE FURTHER CONSIDERATION.**

Applicants selected for interviews must travel at their own expense. Applicants will not be reimbursed for travel and relocation expenses. The Court provides reasonable accommodations to applicants with disabilities. The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position at any time, any of which actions may occur without any prior written or other notice. Please be aware that due to the volume of applications received, only candidates selected to interview will be contacted.

ADDITIONAL INFORMATION

Applicants must be United States citizens. The position is subject to mandatory Electronic Funds Transfer (direct deposit) for salary payment.

The selected candidate may be required to file an annual financial disclosure report with the Administrative Office of the United States Courts.

Judicial Branch employees are “at will” employees and, as such, may be terminated with or without cause. It is the policy of the Court that all new personnel are hired for a twelve-month initial probationary period, at the end of which time their work and progress will be evaluated. All employees are required to adhere to the “Code of Conduct for Judicial Employees,” [Click here](#) to view.

Judiciary employees are entitled to benefits similar to those of other government employees including: paid annual and sick leave, paid holidays, health and life insurance, a flexible benefits program, a portable retirement plan with matching contributions, and a professional environment. (Please see attached employee benefit summary).

THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS

EMPLOYEE BENEFITS

Employees of the United States Courts are entitled to the same benefits as other federal government employees. They are not part of the Civil Service system, however. Some of the benefits of federal service are:

PAID VACATIONS	From 13 to 26 days per year depending on length of federal service.
PAID HOLIDAYS	10 days per year.
SICK LEAVE	13 days per year.
HEALTH INSURANCE	Employees may participate in the Federal Employees Health Benefits Program (FEHBP) and may choose from plans provided by several insurers. The government contributes up to 75% of the premium, depending on the plan selected.
DENTAL/VISION INSURANCE	Employees may participate in the Federal Employees Dental and Vision Insurance Program (FEDVIP), which is a supplemental insurance program. Premiums are paid in full by the employee, however, the premium is deducted on a pre-tax basis.
LIFE INSURANCE	Employees may participate in the Federal Employees Group Life Insurance Program (FEGLI).
FLEXIBLE BENEFITS	Employees may participate in the Federal Judiciary Flexible Benefits Program which includes (1) a Premium Payment Plan which offers employees the choice of having health insurance premiums deducted from their pay either pre-taxes or after-taxes, and (2) a Flexible Spending Account which allows employees to set aside pre-tax money to cover certain health care and dependent care expenses.
LONG-TERM CARE INSURANCE	Employees may participate in the Federal Judiciary Group Long-Term Care Program which covers such benefits as community-based care, nursing home care, hospice care and caregiver benefit. Spouses, parents, parents-in-law, grandparents, and grandparents-in-law are also eligible.
WITHIN-LEVEL SALARY INCREASES	Within each salary classification level there are 61 “steps.” Based upon performance, employees within the Developmental Range (steps 1-24) are eligible for step increases every 13 pay periods and employees within the Full Performance Range (steps 25-61) are eligible for step increases annually.
TIME IN SERVICE	Time in service with other federal agencies and prior military service is credited for the purpose of computing employee leave and retirement benefits.
RETIREMENT	Newly hired employees contribute 12.05% of their salary toward a retirement plan under the Federal Employees Retirement System, to which the government also contributes. Of that 12.05%, 6.2% goes to social security, 1.45% goes to Medicare, and 4.4% goes to the FERS Basic Benefit Plan. Employees may also participate in a voluntary tax-deferred Thrift Savings Plan [similar to “401(k)” plans]. Benefits are generally available upon retirement at age 60 with 20 years of service or at an earlier age with 30 years of service. Reduced benefits may be available with fewer years of service. Specific details are available upon request.

(revised 8/2016)