

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF OKLAHOMA

VACANCY ANNOUNCEMENT – CLERK OF COURT # FY 24-03

BASIC INFORMATION

Position Title:	Clerk of Court
Employment Type:	Full time, Permanent
Location:	Tulsa, OK
Position Grade:	JSP 17/1-17/10
Beginning Salary Range:	\$193,607 – \$224,178 depending on experience and qualifications
Opening Date:	February 5, 2024
Closing Date:	February 28, 2024
Starting Date:	May 1, 2024

POSITION OVERVIEW

The United States District Court for the Northern District of Oklahoma seeks 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 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. The Court is comprised of 11 Judicial Officers and a Clerk's Office staff of 39 employees.

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;
- 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 jury operations of the Court and making recommendations 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 automation and 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 such as data processing, fiscal matters, and personnel;
- Hiring and assigning personnel, as well as designing and managing training programs;
- Managing staff responsible for automation and information technology services, statistical analysis and reporting requirements, inventory control, and human resources management;

- Assisting with the development and oversight of the Court budget to include the creation and implementation of long and short-term budget plans;
- Conducting special studies as directed and preparing statistical and narrative reports; and,
- Working closely with other court units and court committees.

QUALIFICATIONS

Required 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 ten 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.

Educational Equivalents:

- Education in a college or university of recognized standing may be substituted for a maximum of three years of the required general experience on the basis of one academic year of education equals nine months of experience.
- A bachelor's degree from a college or university of recognized standing may be substituted for three 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.

Preferred Qualifications

- Federal court administrative experience is preferred.
- Knowledge of legal terminology and procedures is required, along with thorough knowledge of case management.
- Familiarity with the principles of strategic planning is desired. Knowledge of CM/ECF, JIFMS, and PPS is strongly preferred.

CONDITIONS OF EMPLOYMENT

Only qualified applicants will be considered for this position. Applicants must be U.S. citizens. The Clerk of Court is required to live within the judicial district. An FBI fingerprint check/background investigation will be conducted. The applicant selected will be hired provisionally pending successful completion of the investigation. Applicant must complete the optional background information (Questions 18-20) requested on The Application for Judicial Branch Federal Employment (Form AO-78). This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment (bi-weekly). Judiciary employees serve under excepted appointments and are considered "at will". Employees are required to adhere to the Code of Conduct for Judicial Employees which can be found at www.uscourts.gov.

BENEFITS

Employees appointed for this position are entitled to paid vacation, paid sick leave, 11 federal holidays per year, choice of medical insurance from a variety of plans, group life insurance options, long-term care insurance, pretax contributions for medical costs and dependent care, dental and vision insurance, participation in the Thrift Savings Plan (401K), and participation in Federal Employees Retirement System. Information about judiciary benefits can be found at www.uscourts.gov.

OTHER

Participation in the interview process will be at the applicant's expense and relocation expenses will not be provided. The Court reserves the right to modify the conditions of this announcement, withdraw the announcement, or fill the position at any time, any of which may occur without prior written notice.

APPLICATION INFORMATION

To apply for this position, qualified applicants should submit:

1. A cover letter of interest and a narrative statement that addresses qualifications, relevant experience, and management style or philosophy;
2. A current resume;
3. Names and contact information for three (3) professional references; and,
4. The Application for Judicial Branch Federal Employment (Form AO-78). The application form can be found on the District Court's website at <https://www.oknd.uscourts.gov/employment-opportunities>

The documents should be emailed in one combined PDF document to okndhr@oknd.uscourts.gov. Only electronic applications will be accepted. Due to the volume of applications received, only applicants selected for an interview will be contacted. Questions can be directed to 918-699-4841.

The United States District Court is an Equal Opportunity Employer