



**United States District Court  
District of Rhode Island  
One Exchange Terrace  
Providence, RI 02903**

**CAREER OPPORTUNITY**

<b>Position</b>	<b>CLERK OF COURT</b>
<b>Announcement #</b>	16-06
<b>Date Opened</b>	October 13, 2016
<b>Closing Date</b>	Open until filled; applications received by November 14, 2016 will receive priority consideration
<b>Start Date</b>	April 3, 2017 (May include cross training before April 1, 2017)
<b>Location</b>	United States Courthouse, One Exchange Terrace, Providence, Rhode Island
<b>Classification/ Salary Range</b>	JSP 16-17 \$150,709 – \$200,680, based on qualifications and experience

**Position Overview** The United States District Court for the District of Rhode Island is seeking a senior level executive with expertise as an administrator of a complex, diverse and innovative organization to serve as the Clerk of Court. The Court presently consists of three active Article III Judges (with one seat vacant at this time), one Senior Article III Judge, two Magistrate Judges and one recalled Magistrate Judge. The Clerk of Court is appointed by the Judges of the Court and serves at the pleasure of the Court. The Clerk has overall management authority and responsibility for the non-judicial components of the Court.

As the Court's chief administrative officer, the Clerk works closely with the Chief Judge to ensure that the administrative and operational needs of the Court are effectively and efficiently met. The position requires an individual who possesses the experience, management skills and technical expertise necessary to anticipate and resolve complex administrative, operational, budgetary, and information technology challenges quickly and effectively. Exceptional communication and interpersonal skills are required, along with a proven record of leadership and accomplishment, preferably in a federal court environment.

**Responsibilities** As the certifying officer for the Court, the Clerk is responsible for the efficient use of the Court's human, fiscal, and physical resources, and manages the administrative, budgetary, and operational activities of the Clerk's Office to ensure that its statutory duties are properly discharged. The Clerk works closely with the Probation Office, Bankruptcy Court, other federal courts, the First Circuit Court of Appeals, the Administrative Office of the United States Courts, the Federal Judicial Center, bar associations, government agencies, vendors and the public to facilitate and improve the delivery of court services. The Clerk of Court performs a variety of duties and provides a wide range of services, which include, but are not limited to, the following:

- Works closely with the Chief Judge, District Judges, and Magistrate Judges of the District of Rhode Island regarding court administration, policy matters, local rules and procedures affecting the operation of the Court;
- Provides the administrative and operational infrastructure necessary to efficiently and effectively achieve the Court's mission;
- Provides administrative support and services to all of the Judges and their staffs, as well as to two resident Circuit Judges and their staffs, and oversees a shared administrative services program with the Probation Office and Bankruptcy Court;

- Maintains and supports a culture that values human resources and the staff's role in maintaining an excellent customer-service based organization comprised of 28 deputy clerks and three official court reporters; to that end, oversees a Human Resources (HR) office that provides HR services to both the District Court and Probation; and oversees the hiring and assigning of personnel, as well as the management of training programs;
- Directs the processing of civil and criminal cases (records management, docketing, quality control, case management, issuance of process and creation of the official record) while maintaining the integrity of official records in the custody of the Court;
- Prepares and manages the Court's \$6 million annual operating budget;
- Oversees the Court's financial service functions, which involve the processing of over \$10 million in financial transactions annually, including receipt and disbursement of payments made to and by the Court, handling of U.S. Treasury checks, juror payments, budget execution, and procurement of goods and services;
- Oversees an inventory of all equipment and furniture purchased by the Court;
- Directs an IT staff responsible for the Court's information technology (IT) systems and processes; develops IT policy and strategies in compliance with national judiciary requirements for internal and external systems, including six fully automated courtrooms; and oversees IT infrastructure, network administration, IT security, voice, data and evidence presentation systems, mission-critical databases and judiciary-specific applications for both the District Court and the Probation office;
- Prepares and oversees long and short term plans for space and facilities management for two courthouse buildings located in Providence that house the entire District Court operation totaling 130,000 square feet of space, and works closely with the General Services Administration (GSA) on their implementation;
- Manages all jury operations and is responsible for maintaining effective juror utilization;
- Provides statistical analysis and required reports;
- Oversees the implementation of the Court's Criminal Justice Act Plan;
- Directs the development and administration of comprehensive emergency preparedness plans;
- Coordinates special events and projects;
- Serves as the Court's Public Information Officer; and
- Serves as the Court's liaison with many organizations and associations.

## **Qualifications**

### **Education:**

A bachelor's degree is required, ideally with an emphasis in government, judicial, public or business administration, or a related field. A post-graduate degree in one of these fields and/or a law degree is preferred.

### **Experience:**

This position requires a minimum of 10 years of progressively responsible administrative experience in public service or business which provides a thorough understanding of organizational, procedural, and human aspects in managing a complex organization. At least three of the 10 years must have been in a position of substantial management responsibility and leadership. This experience should include operational knowledge of the courts, financial management, space and facilities management, human resources management, and oversight of information technology. The candidate must be experienced in managing multiple complex tasks with competing deadlines.

**Application Process** Qualified applicants must provide the following:

1. A letter of interest;
2. A detailed resume which includes at least three professional references; and
3. A completed Application for Judicial Employment, form AO-78 (available at <http://www.uscourts.gov/forms/AO078.pdf>);

**Note: Incomplete application packets will not be considered.**

Completed application packages may be emailed in a single PDF to [HR@rid.uscourts.gov](mailto:HR@rid.uscourts.gov). Please include 16-06 in the subject line of your email. Applications may also be mailed to:

**Human Resources**  
**RE: 16-06**  
U.S. District Court  
1 Exchange Terrace  
Providence, RI 02903

Applications must be received by close of business on Nov. 14, 2016, for priority consideration. Applications will be screened for qualifications and only the most qualified applicants will be selected for a personal interview. Expenses associated with interviews will not be reimbursed. Relocation expenses may be available to the selected applicant.

**Benefits**

Federal benefits include participation in the Federal Employee's Retirement System, which contributes to the Social Security Retirement Program, Federal Employees' Health Benefits, Federal Employees' Dental and Vision Programs, Thrift Savings Plan (similar to 401K plan with employer matching contributions), paid holidays, and annual/sick leave accrual. More detailed benefits information can be found on our web site.

**Conditions of Employment**

The Clerk of Court is required to reside within the State of Rhode Island. Any applicant selected for a position will be hired provisionally pending successful completion of an FBI background investigation. Employees of the Court are excepted service appointment and considered at-will with no coverage by federal civil service classifications or regulations and can be terminated with or without cause. All judiciary employees are required to adhere to the Judicial Code of Conduct. Applicants must be U.S. citizens or eligible to work in the United States. This position requires mandatory electronic funds transfer for payment of net pay.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, any of which actions may occur without prior written notice or other notice.

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER**