



UNITED STATES DISTRICT COURT District of New Mexico

Honorable William P. Johnson, Chief Judge
Mitchell R. Elfers, Clerk of Court (Acting)

Office of the Clerk

333 Lomas Blvd. NW, Suite 270, Albuquerque, NM 87102
Telephone: 505-348-2000

NOTICE OF JOB OPPORTUNITY

Vacancy Announcement #: 18-DNM/EX-2

ANNOUNCEMENT DATE: July 2, 2018

PREFERENCE DEADLINE: July 31, 2018 (Open-Until-Filled)

POSITION: Clerk of Court

STARTING LEVEL/SALARY: JSP 16/Step 1 to JSP 18/Step 10
\$142,721 to \$190,078
(Depending on Qualifications)

LOCATION: Albuquerque, New Mexico

POSITION OVERVIEW

The United States District Court for the District of New Mexico is seeking an individual with experience in leading a complex, diverse, and innovative organization to serve as the District's Clerk of Court. The Clerk is appointed by the district judges and occupies the highest non-judicial position in the Court. The Clerk of Court has overall management authority and responsibility for the non-judicial components of the Court, and works closely with the Chief Judge to ensure that the administrative and operational needs of the Court are effectively met and the statutory duties of the office are carried out.

The position requires a dynamic individual with the management skills and technical expertise necessary to anticipate and resolve complex administrative, operational, budgetary, and information technology challenges quickly and efficiently and perform and implement short and long-range strategic planning. Exceptional communication and interpersonal skills are required, along with a proven record of leadership and accomplishment, preferably in a court environment.

DISTRICT PROFILE

The District of New Mexico serves the entire state of New Mexico, with Clerk's Offices in the three largest cities: Albuquerque, Las Cruces and Santa Fe. There are approximately 165 employees in the District of New Mexico, including judges. There are seven District Court judges, two Senior District Judges, and ten full-time and two part-time U.S. Magistrate Judges.

REPRESENTATIVE DUTIES

- ◆ 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.
- ◆ Understanding, analyzing and implementing statutes, rules, and procedures which affect the operations of the court.
- ◆ Responsible for hiring, managing, and motivating personnel, as well as managing and implementing training programs.
- ◆ Directing the jury operations of the court and making recommendations to improve juror utilization.
- ◆ Preparing and submitting the annual budget to the Court for approval; managing and monitoring the spending plan and budget throughout the fiscal year, as well as managing the staff responsible for the court's financial functions including purchasing, juror payments, and accounting.
- ◆ Managing staff responsible for automation and information technology services, statistical analysis and reporting requirements, inventory control, space and facilities projects and human resources management.
- ◆ Overseeing the preparation of special studies when requested by the Court and preparing statistical and narrative reports.
- ◆ Working with members of the bar, the public, and government agencies to improve the delivery of court services.
- ◆ Serving as liaison to the Administrative Office of the U.S. Courts and working with various governmental agencies on a variety of issues necessary to court activities such as automation, fiscal, space and facilities and personnel matters. Also working with members of the bar and the public to improve the delivery of court services.
- ◆ Performing any related duties as required by the Court.

QUALIFICATIONS

- ◆ To be qualified for appointment as Clerk of Court, a candidate must have a minimum of 10 years of progressively responsible administrative experience in public service or business that provides a thorough understanding of organizational, procedural, and human aspects of managing an organization. At least five (5) of the 10 years of experience must have been in a position of substantial managerial responsibility.
- ◆ The successful candidate must have excellent analytical skills, good judgment, solid organizational and problem-solving experience, and outstanding oral and written communication skills.
- ◆ The successful candidate will be an ethical leader and motivator who is able to clearly describe his or her leadership style, vision and values, has experience in promoting a culture of high performance and continuous improvement, and maintains a professional demeanor at all times.
- ◆ A bachelor's degree from a college or university of recognized standing is required.

PERFERRED QUALIFICATIONS

- ◆ A postgraduate degree or a law degree from an accredited law school.
- ◆ Experience in the federal judiciary, including operational knowledge of the courts, financial management, space and facilities management, human resources management, and information technology.
- ◆ Familiarity and experience with electronic case management (CM/ECF).

CONDITIONS OF EMPLOYMENT

- ◆ Employees must be United States Citizens or actively seeking citizenship.
- ◆ Employees of the United States District Court are Excepted Service appointments; Excepted Service appointments are “at will” and can be terminated with or without cause by the court at any time.
- ◆ The United States District Court requires employees to adhere to a Code of Ethics and Conduct. The Code may be found on the uscourts.gov website.
- ◆ This is an executive position within the Judiciary. Employment is provisional pending the successful completion of a seven year, full field OPM background investigation and favorable suitability determination. Investigative updates are required every five years.
- ◆ The court provides reasonable accommodations to applicants with disabilities.
- ◆ This position is subject to EFT (direct deposit of salary earnings).

BENEFITS

A generous benefits package is available to full-time excepted employees, including

- ◆ 10 paid holidays
- ◆ Paid annual leave in the amount of 13 – 26 days per year, depending on length of service
- ◆ Paid sick leave in the amount of 13 days per year
- ◆ Optional participation in Federal Employees Health Benefits plans, including dental and vision insurance; Federal Employees Group Life Insurance; Flexible Benefits Program; Long-Term Care Insurance
- ◆ Retirement benefits (FERS)
- ◆ Thrift Savings Plan (TSP)
- ◆ Credit for prior government service

APPLICATION INFORMATION

Qualified applicants **must** submit the following in **ONE PDF** document:

1. **Cover Letter** describing experience and other skills or training that qualify the candidate to perform the duties of Clerk of Court. Include the names and contact information of three (3) professional references.
2. **Narrative** of no more than two (2) typewritten pages, double spaced, addressing the candidate's leadership philosophy, and how that philosophy will be applied as the Clerk of Court.
3. **Current résumé**, and
4. **AO-78** * (*Federal Judicial Branch Application for Employment*)

*The AO-78 can be downloaded at <http://www.nmd.uscourts.gov/employment>.

Email completed application packet to: HR@Ca10.uscourts.gov

PLEASE USE "CLERK OF COURT, 18-DNM/EX-2" IN THE SUBJECT LINE

Applications **must** be submitted in ONE PDF document.

Applications must be received by the deadline. Illegible or incomplete applications may result in loss of consideration for the position. Zip files will not be accepted.

Only qualified applicants will be considered for this position and are encouraged to apply. Only applicants selected for an interview will be contacted. The Court reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may select a candidate from the original qualified applicant pool.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER