



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

**** FEDERAL JUDICIARY EMPLOYEES ONLY ****

Vacancy Announcement #: 19-ABQ/EX-1

ANNOUNCEMENT DATE: January 22, 2019

CLOSING DATE: February 14, 2019

POSITION: Chief Deputy Clerk (Type II)

STARTING LEVEL/SALARY: JSP 13/Step 1 to JSP 15/Step 10
\$87,547 to \$158,196 Annual
(Depending on Qualifications)

LOCATION: Albuquerque, New Mexico

POSITION OVERVIEW

The Chief Deputy Clerk (Type II) is a senior-level management position reporting directly to the Clerk of Court. In the absence of the Clerk, the Chief Deputy may assume the functions and responsibilities of the Clerk. The incumbent will work collaboratively with other members of the Executive Team. The Chief Deputy supports the Clerk in key functional areas of court administration, works to enhance the productivity and efficiency of the Clerk's Office and the District Court, assists in policy development and implementation, and establishes long range priorities and goals.

DUTIES AND RESPONSIBILITIES

- ◆ Perform alter ego functions for the Clerk of Court as requested.
- ◆ Assist the Clerk in reviewing and revising the organizational structure and improving organizational development within the Court.
- ◆ Assist the Clerk and other members of the executive management team in defining, creating and implementing long- and short-term strategic goals.
- ◆ Assist the Clerk with complex and sensitive matters while maintaining confidentiality. Identify issues and resolve disputes. Ensure appropriate solutions are determined and implemented.

- ◆ Assist the Clerk with administrative duties, including performance management, allocating resources, and implementing policies and procedures. Communicate and respond to requests as needed.
- ◆ Ensure compliance with the *Guide to Judiciary Policy*, the *Human Resources Manual*, applicable Administrative Office policies and procedures, reporting requirements, procurement practices and internal controls guidelines.
- ◆ Participate in budget preparation and management as needed. Verify specific needs and costs and recommend changes and adjustments.
- ◆ Perform other duties, as assigned.

REQUIRED EXPERIENCE/QUALIFICATIONS

At a minimum, incumbent must have a Bachelor's degree from an accredited four-year college or university, plus a minimum of six years of experience: three years of general experience and three years of specialized experience as described below. Strong preference will be given to candidates with prior executive level management experience in the federal judiciary. Further consideration will be given to candidates with criminal docket experience in a Southwest border court.

General Experience

Progressively responsible administrative, professional, investigative, technical or other responsible work that provided an opportunity to gain (a) a general knowledge of management practices and administrative processes, (b) skill in dealing with others in person-to-person work relationships, and (c) the ability to exercise mature judgment.

Specialized Experience

Progressively responsible experience in administrative, supervisory, managerial, or professional work that provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of management.

Educational Substitutions

- (a) Education above the high school level in accredited institutions may be substituted for the general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of experience.
- (b) Completion of one academic year (30 semester or 45 quarter hours) of graduate study in an accredited university in such fields as business or public administration, political science, criminal justice, law, management, or related field, may be substituted for one year of specialized experience.
- (c) Completion of a master's degree or two years of graduate study (60 semester or 90 quarter hours) in an accredited university in such fields as business or public administration, political science, criminal justice, law, management, or related field — or completion of a Juris Doctor (JD) degree — may be substituted for two years of specialized experience.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- ◆ Knowledge of or experience in administration and supervision of all day-to-day operations of the Clerk's Office, including civil and criminal case administration, statistical reporting, jury management, human resources, information technology, property and procurement, and facilities management.
- ◆ Strong interpersonal skills are essential.
- ◆ Skill in strategic planning and in developing short- and long-range plans which support the Court's priorities and goals.
- ◆ Ability to effectively represent the Clerk's Office when dealing with external organizations. Proficiency in mediation, problem solving, troubleshooting, and identifying alternative solutions. Ability to make timely and effective decisions.
- ◆ Skill in documenting processes and procedures for others to carry out.
- ◆ Clear understanding of federal court and unit operations, roles, functions, and organizational structure, culture and dynamics. In-depth knowledge of court policies and procedures.
- ◆ Clear understanding of legal terminology.
- ◆ Understanding of Judiciary audit standards and stewardship principles, and Judiciary and local budget processes.
- ◆ Thorough knowledge of supervisory and employee management principles. Understanding of applicable employee rights, protections, and avenues of appeal.
- ◆ Knowledge of and compliance with court security requirements, safety procedures (i.e., local court emergency plans) and the Judiciary's Continuity of Operations Plan (COOP).

APPLICATION INFORMATION

Qualified applicants must submit a **cover letter and résumé with three references by email to usdcjobs@nmcourt.fed.us**.

PLEASE INCLUDE "CHIEF DEPUTY" 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. Documents that cannot be downloaded by the court cannot be considered.

Only qualified applicants will be considered for this position and are encouraged to apply. Only applicants selected for an interview will be contacted and must travel at their own expense. The U.S. District 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