



**UNITED STATES DISTRICT COURT
DISTRICT OF CONNECTICUT**

CLERK OF COURT

ANNOUNCEMENT NUMBER USDC-CT 21-07

ANNOUNCEMENT DATE July 15, 2021

DUTY STATION New Haven, CT

CLOSING DATE Open until filled; preference given to resumes received by August 31, 2021.
Position available January 1, 2022; current Clerk retiring December 2021.

The United States District Court for the District of Connecticut is seeking an innovative, inspiring, and effective leader to serve as Clerk of Court. This is an executive level management position responsible for the operational and administrative management of the Court. The Clerk collaborates with the Chief District Judge, the Circuit Executive, other clerks in the Second Circuit, and staff at the Administrative Office of the United States Courts (AO). In addition, the Clerk serves as the Court's liaison and works cooperatively with other federal and local government agencies, various bar associations, the media, and the public.

The Court presently consists of eight active Article III Judges (three vacancies), seven Senior Article III Judges, five full-time Magistrate Judges, and three recalled Magistrate Judges. The Clerk of Court provides leadership and direction to 62 Clerk's Office staff members. The District of Connecticut consists of three divisional offices located in New Haven, Hartford, and Bridgeport.

The Clerk of Court serves under the direction of the Chief District Judge and is responsible for performing the statutory duties of the Office of the Clerk pursuant to 28 U.S.C. §751.

RESPONSIBILITIES The Clerk of Court's responsibilities include, but are not limited to:

- Working closely with the Chief Judge regarding court administration;
- Developing innovative approaches to achieving the Court's mission;
- Managing the Court's annual budget;
- Directing the Court's financial service function, including internal and external audits;
- Overseeing jury operations;
- Providing general assistance to the Court and making recommendations;
- Analyzing and making recommendations regarding court policies and procedures affecting the operation of the Court;
- Directing the processing of civil and criminal cases, the issuance of process, and the maintenance of official records in the custody of the Court;
- Ensuring comprehensive human resources services to the Court;

<p>QUALIFICATIONS</p>	<ul style="list-style-type: none"> • Managing the Court’s IT services including, policies, strategies, infrastructure, cybersecurity initiatives, and national Judiciary requirements; • Developing and overseeing long and short-term plans for space and facilities management and collaborating with the General Services Administration on implementation; • Leading the development and administration of comprehensive emergency preparedness plans; and • Coordinating statistical studies and reports as required by the Court, the Circuit, and the AO. <p>This position requires a minimum of 10 years of progressively responsible administrative experience in public service or private industry and a thorough understanding of the organizational, procedural, and human aspects of managing an organization. At least three of the ten years must include substantial management responsibility at an executive level. Such experience typically includes financial and budget management, space and facilities management, human resources management, oversight of information technology, and long and short-range planning. Operational knowledge of the courts is desirable.</p>
<p>EDUCATION</p>	<p>A bachelor’s degree from an accredited college or university is required. A graduate degree in public administration, business administration, court administration or law is desirable.</p>
<p>SALARY RANGE</p>	<p>JSP 16-17 (\$173,570 to \$218,600) Depending on experience and qualifications.</p>
<p>PROCEDURES FOR SELECTION</p>	<p>Qualified applicants are required to submit the following:</p> <ul style="list-style-type: none"> • Cover letter • Resume detailing years of specialized experience, including management experience, functions managed, and the number and composition of personnel supervised. • A separate narrative statement, no more than two pages, which includes: 1) your abilities and work experience that exemplify your oral and written skills, and 2) a concise description of demonstrated experience managing multiple priorities and a high volume of work. • A completed application for Judicial Branch Employment Form AO-78, which may be found at: (http://www.uscourts.gov/forms/AO078.pdf) <p>Completed application packages must be emailed in a single PDF to Andrea Perce, Human Resources Manager: HR_department@ctd.uscourts.gov. In the email subject line, please reference Clerk of Court.</p> <p>The Court will screen all applications, and the best qualified applicants will be invited for a personal interview. The applicant will bear travel expenses associated with the interviews. Some relocation expenses may be reimbursable.</p> <p>Applicants must be United States citizens or eligible to work in the United States.</p>

BACKGROUND INVESTIGATION

This is an executive level, highly sensitive position within the Judiciary. Employment is provisional pending the successful completion of a ten-year, full field OPM background investigation and favorable suitability determination. Investigative updates are required every five years. Unsatisfactory results may result in termination of employment.

Judiciary employees are required to follow a code of conduct that may be found at: <https://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>. Reference checks with current and former employers will be conducted on top candidates.

The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision regarding reasonable accommodations will be made on a case-by-case basis.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, without prior written notice.

BENEFITS

This position is covered by the Judicial Salary Plan and is entitled to benefits that include participation in the Federal Employees' Retirement System, Social Security, Thrift Savings Plan (similar to 401k), health and life insurance benefits, flexible benefits program, long term disability and long term care options, annual and sick leave accrual, and 12 paid holidays per year. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of net pay. Employees of the Judiciary are "at will" employees and are not covered by the Office of Personnel Management's civil service classification system or regulations. For additional information on employment with the Judiciary, please visit www.uscourts.gov.

***The United States District Court is an equal opportunity employer
and values diversity and inclusion.***