



UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF ILLINOIS
750 MISSOURI AVENUE
EAST ST. LOUIS, ILLINOIS 62201

CAREER OPPORTUNITY

Position: Clerk of Court

Vacancy Announcement Number: 2008-06

Location: East St. Louis, Illinois

Starting Salary Range: JSP 16 (\$126,618 to \$157,999), depending on qualifications and experience

Date Posted: July 7, 2008 **Closing Date:** 30 days or until filled

Position Summary

The United States District Court for the Southern District of Illinois is seeking a Clerk of Court. The Clerk of Court is appointed by the District Judges of the court in which he or she serves. This is a high level management position which functions under the direction of the Chief Judge of the court. The Clerk of Court is responsible for managing the administrative activities of the Clerk's office and overseeing the performance of the statutory duties of the office. Included among the Clerk's responsibilities are policy implementation and monitoring, long-range planning, budgeting, financial management, information technology services, human resource management, statistical analyses and reporting requirements, and public relations. The district has an additional courthouse in Benton, Illinois, which must be visited weekly by the Clerk.

Summary of Representative Duties and Responsibilities

Consulting with and making recommendations to the Judges regarding court policies and procedures;

Hiring and assigning personnel, as well as designing and managing training programs;

Preparing and managing the annual budget;

Conducting special studies as directed and preparing statistical and narrative reports;

Working with various governmental agencies on a variety of matters necessary to court activities, such as electronic filing of documents and various fiscal and personnel matters;

Directing through subordinate staff the court's financial service function including purchasing, juror payments, and accounting functions;

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 the jury operations of the court and making recommendations as required to improve juror utilization; and

Occasional travel outside of the district is required, as well as weekly trips to the additional courthouse located in Benton, Illinois.

Qualification Standards

To be qualified for appointment, candidates must meet the following standards:

Experience

General – 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 an organization.

Management Responsibility – At least 3 of the 10 years experience must have been in a position of substantial management responsibility.

Practice of Law: Active Practice – 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

Undergraduate – Education in a college or university of recognized standing may be substituted for a maximum of 3 years of the required general experience on the basis of 1 academic year of education equals 9 months of experience. A bachelor's degree from a college or university of recognized standing may be substituted for 3 years of the required general experience. Preferably such degree should have included courses in law, government, public, business, or judicial administration or related fields.

Postgraduate – A postgraduate degree in public, business, or judicial administration from such a college or university may be substituted for 1 additional year of the required general experience.

Legal – A degree from an accredited law school may be considered as qualifying for 2 additional years of the required general experience.

Additional Preferences

Management experience in a federal or state court judicial system or administrative office of courts is strongly preferred. Strong organizational, problem solving, and conflict resolution skills. Solid oral and written communication skills. Experience in office automation, including an automated case management system, and a working knowledge of the federal court system.

Benefits

Judiciary employees serve under excepted appointments (not civil service). Excepted appointments are at will and can be terminated with or without cause by the court. Federal benefits include paid vacation and sick leave, health benefits and life insurance, disability insurance and long-term care, retirement benefits, and a tax-deferred savings plan. This position is subject to mandatory electronic fund transfer (direct deposit)

participation for payment of net pay.

Background Investigation Requirements

Prior to appointment, the selectee considered for this position is required to undergo an FBI Background Check and Investigation. The selectee will be appointed provisionally, and retention will depend upon a favorable suitability determination of the background investigation. As a condition of employment, employees are subject to updated background investigations every five years.

Procedures for Applying

Submit a cover letter, AO 78 Application for Judicial Branch Federal Employment, Résumé, and at least three job references to:

U.S. District Court/Southern District of Illinois
Attn: Personnel Specialist - Confidential
750 Missouri Avenue
East St. Louis, Illinois 62201

Please do not email or fax application materials. Incomplete application materials will not be considered. Interested individuals can also visit the court's web site at www.ilsd.uscourts.gov.

Applicants must be U.S. citizens or eligible to work in the United States. Selection will be made consistent with the provisions of the Equal Opportunity Plan adopted by the court for the Southern District of Illinois. Due to the volume of applications received, the court will only communicate with those applicants who will be tested or interviewed. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

The court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, any of which may occur without prior written or other notice. Employees are required to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request.

The U.S. District Court, Southern District of Illinois, is an Equal Opportunity Employer.