

# CAREER OPPORTUNITY

## UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF ILLINOIS



<b>POSITION:</b>	Director of Operations
<b>VACANCY NUMBER:</b>	2016-02
<b>LOCATION:</b>	East St. Louis, Illinois
<b>SALARY RANGE:</b>	CL 27 (\$47,448) to CL 31 (\$152,801), depending on qualifications**
<b>DATE POSTED:</b>	February 5, 2016
<b>CLOSING DATE:</b>	February 26, 2016, at 4:00 p.m.

\*\* Position is promotion eligible without further competition

### POSITION SUMMARY

The United States District Court for the Southern District of Illinois is seeking a full time permanent Director of Operations at its East St. Louis courthouse. The Director of Operations performs supervisory work related to the full range of court operational duties. Incumbent serves as a first-line supervisor over one or more areas of court operations, including case administration, operational support, and records/mail management.

### SUMMARY OF REPRESENTATIVE DUTIES AND RESPONSIBILITIES

Supervises court operations and employees involved in operational activities, including assigning and reviewing work, evaluating performance, and recommending disciplinary actions. Develops and conducts employee performance evaluations. Oversees office functions, and supervises, delegates, and prioritizes workload. Creates and implements procedures, and trains staff on policies, procedures, and internal controls. Oversees receipt and review of incoming documents for conformity with federal and local rules. Maintains and monitors deposits of monies received. Monitors data quality assurance activities. Guides staff involved in maintaining dictionaries for, and troubleshooting problems with, automated case management systems. Tests and evaluates new case processing versions. Provides customer service and resolves difficulties while complying with regulations, rules, and procedures. Abides by the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Demonstrates good judgment and handles confidential and sensitive information appropriately. Other administrative duties as assigned also may be performed. Some lifting may be required. Occasional travel will be required, and occasional work may be performed during non-business hours.

### **MINIMUM QUALIFICATIONS**

Applicant must have three years of specialized experience with one year equivalent to work at CL 26. Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry, or report generation.

Applicant must have progressively responsible administrative, technical, professional, or supervisory experience that provided an opportunity to gain skill in developing the interpersonal work relationships needed to lead a team of employees; the ability to exercise mature judgment; knowledge of basic concepts, principles, and theories of management; and the ability to understand the managerial policies applicable to the clerk's office.

### **COURT PREFERRED SKILLS**

Court operations or legal experience. Experience in the federal judicial system and with CM/ECF (Case Management/Electronic Case Filing). Excellent verbal and written communication and clerical skills. Excellent interpersonal skills. Ability to work as part of a team and provide excellent customer service.

### **BENEFITS**

Judiciary employees serve under excepted appointments (not civil service). Excepted appointments are at will and can be terminated with or without cause. Federal benefits include paid vacation and sick leave, paid holidays, and retirement benefits. Optional benefits include health, life, and long-term care insurance, flexible spending accounts for health and dependent care, dental and vision insurance, 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**

As a condition of employment, the selected candidate must successfully complete a ten-year FBI background investigation with periodic updates every five years thereafter. The selectee will be appointed provisionally, and retention will depend upon a favorable suitability determination of the background investigation.

### **PROCEDURES FOR APPLYING**

Application packets should include the following:

- (1) cover letter
- (2) résumé
- (3) names, addresses, and telephone numbers of three professional references
- (4) AO78 Application for Judicial Branch Federal Employment (located on the court's website at [www.ilsd.uscourts.gov](http://www.ilsd.uscourts.gov))
- (5) a supplemental response in 300 words or less to the following statement:

*Summarize your prevailing management philosophy, with special emphasis on how you approach the individual and supervisory needs of your staff.*

Please submit application packets to:

United States District Court for the Southern District of Illinois  
Attn: Personnel Specialist - Confidential, #2016-02  
750 Missouri Avenue  
East St. Louis, Illinois 62201-2954

Application packets must be received by 4:00 p.m. on the closing date. Please do not email or fax application materials. Incomplete and late application materials will not be considered.

Applicants must be United States 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 United States District Court for the Southern District of Illinois. 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.

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**Court's Mission**

Our mission is to resolve judicial matters fairly and justly in a manner that will uphold and defend the Constitution of the United States. We are committed to doing so through communication and education in order to ensure respect for the Court. We work to resolve disputes in a timely and efficient manner to promote the public's confidence and trust in the Judiciary of the United States and to protect individual rights and liberties through law.

**Clerk's Office's Mission**

The mission of the Clerk's Office is to provide administrative and case management support to the district court, members of the bar, the public, and all government agencies in a professional, timely, and efficient manner. Through teamwork, we perform our duties with courtesy, respect, equality, and fairness, thereby promoting public trust and confidence in the judicial system. Success is linked to commitment, and we are committed to excellence.

*THE UNITED STATES DISTRICT COURT FOR THE SOUTHERN DISTRICT OF ILLINOIS IS AN EQUAL OPPORTUNITY EMPLOYER.*