

**Notice of Career Opportunity
Position: Clerk of Court
United States District Court
Northern District of West Virginia**

Duty Location: **Wheeling, WV**
Salary Range: **\$150,533 - \$162,900 (JSP Grade 17)**
Targeted Starting Date: **September 1, 2009**
Application Closing Date: **May 15, 2009**

Position Summary

The Clerk of Court is the chief executive officer of the Court appointed by the Court en banc and serving under the direction of the Chief District Judge.

The Clerk functions in the role of coordinator of all Court activities working closely with the Clerk of Court for the Bankruptcy Court and the Chief Probation Officer.

The Clerk is responsible not only for coordinating the activities of the District and its supporting units, but also for overseeing the statutory duties normally associated with the Clerk of Court: including keeping the official record; issuing process; and entering judgments and orders; as well as varied ministerial duties and functions.

Representative Duties

- Responsible for Long Range Planning for the District working with the Judicial Officers and the two unit chiefs.
- Make recommendations to the Court en banc to ensure consistent policies and procedures are in place for the entire District.
- Attend Court en banc meetings and serves as scribe to that governing body assisting the Chief Judge in the preparation of the meeting agendas and preparing the official minutes.
- Coordinate the preparation of statistical studies and reports as required by the Court en banc, the Circuit, and the Administrative Office.
- Stays abreast of all initiatives from the Administrative Office and works with the two unit chiefs to ensure appropriate dissemination of information and implementation.
- Knowledge of all legislative changes proposed by Congress and advise the Court en banc as to the implications locally.
- Administer the Court Budget Plan, serving as scribe for the Court Budget Committee

meetings and working with all members of the committee to ensure that annual budget preparation is timely and accurately reflects the needs of the District.

- Coordinate with other Judicial and Governmental agencies and bodies, working with the two unit chiefs to maintain quality service.
- Also coordinate Court Security with the U.S. Marshal and Federal Protective Service, working with the two unit chiefs to maintain safe working conditions in all divisions of the Court.
- Ensure that all required plans are on file with the Circuit Executive and the AO, including: The Court Reporter Plan, The Speedy Trial Plan, The Court Budget Plan, Internal Controls, the Jury Plan, the CJA Plan, the Annual Report to the Fourth Circuit Council, and any others as may from time to time be required.
- Coordinate emergency planning and business recovery plans, working with the two unit chiefs to ensure COOP plans are current and tested annually, and serve as the “designated official” for emergency plans and for emergency events.
- Coordinate the Equal Employment Opportunity Program and serve as the District’s Employment Dispute Resolution Coordinator.
- Ensure training is appropriately offered and received in Computer Usage Policies and Procedures.
- Assist in the recruitment of law clerks and judicial assistants and administer the Judicial Salary Plan as it affects judicial staff.
- Coordinate the work of Court Reporters and Court Interpreters who are employed by the District or who provide contract services to the District.
- Work with both unit chiefs to ensure optimal use of space and other hard resources like furniture and equipment.
- Coordinate all stewardship efforts including control of property, equipment, supplies, and cash management practices, working with the Financial and Procurement Officers to ensure all government resources are used most optimally.
- Hire and assign personnel and assure that they are provided the training and tools they need to do their jobs.
- Direct the development, maintenance and security of automation programs.
- Oversee the jury operations of the court and working to improve juror utilization, jury notification and jury orientation.

- Direct the court's financial service function, including purchases, payments and accounting functions.
- Develop, maintaining and improving case management tools.
- Perform all other duties as assigned by the Court en banc.

Qualifications:

EXPERIENCE

Ten years of progressively responsible administrative experience in public service or business organization with at least 3 of those years in a position of substantial management responsibility and leadership. Candidates must demonstrate proven skills in problem-solving, resource management and staff motivation. They must be able to communicate effectively both orally and in writing and be well versed in workplace technology. However, qualified candidates should have a good understanding of legal terminology and procedures, and a working knowledge of Federal Rules of Criminal and Civil Procedure.

EDUCATION

A bachelor's degree from a college or university of recognized standing is required. Such a degree should have included courses in law, public, business or judicial administration or related fields. A post graduate degree in public, business or judicial administration is highly preferred.

Conditions of Employment:

Candidates must be able to show proof that they meet citizenship requirements for employment by the United States Courts and must be able to pass a full background investigation, including criminal record and credit check. Court employees must adhere to all Judicial Conference regulations, specifically the Code of Judicial Conduct. This position is subject to mandatory electronic funds transfer (direct deposit) of net pay. The United States District Court is a part of the federal judiciary. Although positions in the federal judiciary are comparable to civil service in salary, leave accrual, health benefits, life insurance and retirement benefits, the CE is an EXCEPTED service appointment. The Clerk of Court is an AT-WILL employee who serves at the pleasure of the court and, as a general rule, can be terminated by the court with or without cause. The Clerk of Court is required to live in the State of West Virginia.

The Court website can be found at www.wvnd.uscourts.gov.

Application Procedures and Information

Qualified persons are invited to submit:

- a letter of application,
- current résumé,
- contact information for three professional references

Application materials may be submitted via mail or e-mail to the following address:

Wally Edgell, Ph.D.
U.S. District Court
Northern District of West Virginia
300 Third Street
Elkins, WV 26241
wally_edgell@wvnd.uscourts.gov

The application deadline is May 15, 2009.

Candidates for interviews will travel at their own expense.

The court reserves the right to modify the conditions of this job announcement.

**The United States District Court is an
EQUAL OPPORTUNITY EMPLOYER.**