



# United States District Court Eastern District of New York

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## Vacancy Announcement Announcement#: 21-01/CHDEP

**Position:** Chief Deputy Clerk (Type II)  
**Location:** Office of the Clerk, Central Islip, NY Courthouse, 100 Federal Plaza  
**Position Type:** Full-Time Permanent  
**Salary Range:** JSP 14-16 (\$125,817 - \$183,300)  
**Opening Date:** Monday, March 1, 2021  
**Closing Date:** Wednesday, March 31, 2021

***DUTIES AND RESPONSIBILITIES:*** The Chief Deputy is an executive-level position that reports to the Clerk of Court, has regular interaction with federal judges, high-level officials, court staff, members of the bar, and the public, and is responsible for the management and administration of court operations. The Chief Deputy in Central Islip, together with the Chief Deputy in Brooklyn, assists in organizational assessment and strategic planning, in the development and implementation of policy and procedure, and in the overall management of the Clerk's Office. In the absence of the Clerk, the chief deputies assume the duties and responsibilities of the Clerk of Court for all court operations.

The Chief Deputy has primary responsibility for the following areas in Central Islip: case management, public services including attorney admissions, courtroom services, jury administration, records maintenance, security, including all sealed and highly sensitive records, electronic filing database (CM/ECF), court reporting and interpreter services and the application of the Federal Rules of Procedure and Local Rules. The Chief Deputy serves as a liaison to the Administrative Office of the U.S. Courts, the Second Circuit, and other courts, court units and federal agencies regarding operations functions; analyzes and interprets legislation, Administrative Office directives, court rules, and orders affecting the work of the Clerk's Office; and establishes operating guidelines to implement procedures, methods and other work-related changes.

In addition, this Chief Deputy position:

- Provides leadership for operations and administrative staff through coaching, mentoring, training, providing resources, giving guidance and feedback, and facilitating constructive communication;
- Analyzes and interprets trends, statistics, and patterns to help the court anticipate challenges and opportunities for growth and change;
- Proposes, develops, communicates, and evaluates policies and procedures to enhance the productivity and effectiveness of the court;
- Develops effective working relationships with judges and with appropriate individuals at the Administrative Office, the Federal Judicial Center, other federal courts and court units, the bar, government agencies, and the public;
- Participates with the Clerk and the other Chief Deputy on operations, budget, procurement, space and facilities, finance, human resources matters, and other strategic planning;
- Prepares comprehensive memoranda, reports and correspondence; drafts administrative orders, and proposes procedures and local rules as needed; may serve on national as well as court committees and working groups;
- Manages Court Reporter and Interpreter resources for their office;
- Coordinates with the other Chief Deputy on District-wide initiatives and interoffice workflow;
- Must be able to work effectively whether on-site or in a telework environment;
- Is the primary representative of the Clerk of Court in Central Islip and responsible for all day-to-day operations at that location.

***QUALIFICATIONS AND EXPERIENCE:*** An undergraduate degree is required. Candidates must have a minimum of eight (8) years of increasingly responsible experience in an administrative, professional or technical position that provided the opportunity to gain (a) a general knowledge of management practices and administrative processes, (b) skill in dealing with other persons in individual and teamwork relationships, and (c) the ability to exercise mature judgment.

At least three (3) of the eight years must have included substantial management and/or supervisory responsibility. Candidates must possess strong oral and written communication skills; strong interpersonal, problem solving and conflict resolution skills; strong organizational leadership skills; and be capable of proposing and implementing innovative solutions to facilitate organizational change. An ability to work effectively with both individuals and teams and interact courteously and professionally with high-level officials is also essential. Candidates must be proficient in key business software applications like Word, Excel, and Acrobat, and have a working knowledge of document management principles. Candidates must be able to read, interpret, and apply the Federal Rules of Civil and Criminal Procedure.

***Desirable Qualifications:*** A Juris Doctor (JD) is highly preferred, as is managerial experience in a court environment and an understanding of electronic case docketing (CM/ECF). The successful candidate must be able to balance the demands of varying workload responsibilities and deadlines and must have demonstrated a strong commitment to developing a supportive and harmonious team environment. Federal court administration experience is highly desirable.

The successful candidate should be a mature leader, a motivator, a good steward of resources, possess tact, good judgment and initiative, and be able to manage change and articulate management priorities. Candidates with leadership experience are strongly encouraged to apply.

***General Experience:*** Progressively responsible administrative, professional, investigative, technical or other responsible work which 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 and professional positions which required an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies and theories of management, preferably in judicial administration or operations in a federal or state court.

***EDUCATIONAL SUBSTITUTIONS:*** Education above the high school level in accredited institutions may be substituted for general experience on the basis of one (1) academic year (30 semester or 45 quarter hours) equals nine (9) months of experience. Completion of one (1) academic year (30 semester or 45 quarter hours) of graduate study in an accredited university in business or public administration, political science, criminal justice, law, management, or related fields, may be substituted for one (1) year of specialized experience. Completion of a master's degree or two years of graduate study (60 semester or 90 quarter hours) in an accredited university in business or public administration, political science, criminal justice, law, management, or related fields – or completion of a Juris Doctor degree – may be substituted for two (2) years of specialized experience.

For current Judiciary employees, placement at or promotion to the JSP-16 level requires one (1) year of experience equivalent to the JSP-15 or CL-31 level.

***EMPLOYEE BENEFITS:*** The United States District Court is part of the Judicial Branch of the United States Government. Court employees are not included in the Government's Civil Service classification. They are, however, entitled to similar benefits as other federal employees: merit and classification increases; ten (10) paid holidays per year; vacation and sick leave; choice of health benefit plans; group life, long-term disability and long-term care insurance program; participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis and participation in the Federal Employees Retirement System, Social Security and the Thrift Savings Plan, a 401(k) style employee savings plan. See the United States Courts website for an overview of [Federal Judiciary benefits](#).

***CONDITIONS OF EMPLOYMENT:*** Applicants must be United States citizens or permanent residents who are eligible to work in the United States and currently seeking citizenship. All application information is subject to verification. Employees of the United States District Court serve under "Excepted Appointments" and are considered "At-Will" employees. Court employees are required to adhere to the [Code of Conduct for Federal Judicial Employees](#). The selected candidate will be subject to an FBI fingerprint check, a ten-year background investigation and an updated investigation every five years thereafter.

Employment will be provisional and contingent upon the satisfactory completion of the required background investigation and will be subject to a one-year probationary period. This position is subject to mandatory electronic funds transfer for payroll direct deposit.

**APPLICATION PROCESS:** Qualified persons interested in being considered for this position are invited to submit a PDF document combining the following: a letter of interest and narrative statement that details qualifications, a resume and completed and signed AO 78, Application for Federal Judicial Employment form, which is [located here](#) to: [nyed-applications@nyed.uscourts.gov](mailto:nved-applications@nyed.uscourts.gov), and have the following in the email subject line:

**Announcement #21-01/CHDEP (your name)**

Application materials should have the following address noted:

**Douglas C. Palmer, Clerk of Court  
c/o Human Resources Department  
United States District Court, EDNY  
225 Cadman Plaza East  
Brooklyn, New York 11201**

**INFORMATION FOR APPLICANTS:** The court reserves the right to modify the conditions of this vacancy announcement, withdraw the announcement or fill the position before the closing date, any of which may occur without prior written or other notice. Only qualified applicants will be considered for this position. The court will only communicate with those qualified applicants invited for personal interviews. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided.

Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees.

All information provided by applicants is subject to verification. Applicants are advised that false statements or omissions of information on any application materials or the inability to meet the following conditions may be ground for non-selection, withdrawal of an offer of employment or dismissal after being employed.

**The U.S. District Court is an Equal Opportunity Employer.**