



United States District Court Eastern District of New York

www.nyed.uscourts.gov

Vacancy Announcement Announcement#: 21-13/COC

Clerk of Court

- Duty Location:** Brooklyn, New York
- Salary Range:** JSP 16-18 (\$173,150 - \$218,600) depending on experience and qualifications.
- Opening Date:** Tuesday, August 10, 2021
- Closing Date:** Open until filled; preference given to applications received by October 1, 2021. Position available beginning February 1, 2022.

The United States District Court for the Eastern District of New York is seeking a dynamic and effective leader for the position of Clerk of Court. The Clerk of Court serves as a high-level executive administering a complex, diverse, and innovative organization. The incumbent, working under the direction of the Chief District Judge, collaborates with the District 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, working cooperatively with other federal and local government agencies, various bar associations, the media, and the public. The incumbent has overall management authority and responsibility for the operational and administrative activities of the court and oversees the performance of the statutory duties of the Office of the Clerk pursuant to 28 U.S.C. § 751.

The Court presently consists of 12 active Article III Judges (four vacancies), 14 Senior Article III Judges, 15 full-time Magistrate Judges, and two recalled Magistrate Judges. The Clerk of Court provides leadership and direction to 140 Clerk's Office staff members with locations in Brooklyn and Central Islip, New York.

REPRESENTATIVE DUTIES:

The incumbent performs a full range of high-level functional duties and supervisory duties. Responsibilities of this position include, but are not limited to:

- Working closely with the Chief District Court Judge regarding court administration;
- Analyzing and making recommendations to judges regarding court policies and procedures affecting the operation of the Court;
- Consulting with and making recommendations to judges regarding court policies and procedures;
- Developing innovative approaches to achieving the Court's mission;
- Managing the Court's annual budget;
- Directing the Court's financial service function, including purchasing, juror payments, accounting functions and internal and external audits;
- Overseeing jury operations and making recommendations as required to improve juror utilization;
- Directing the processing of civil and criminal cases, the issuance of process, and the maintenance of official records in the custody of the Court;
- Managing staff responsible for automation and information technology services, statistical analysis and reporting requirements, inventory control, and human resources management;
- Hiring and assigning personnel as well as overseeing the design and management of training programs;
- 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.

QUALIFICATIONS:

Minimum Qualifications: This position requires a minimum of ten (10) years of progressively responsible administrative experience in public service or a private entity that provides a thorough understanding of organizational, procedural, and human aspects in managing an organization. At least three (3) of the 10 years of experience must have been in a position of substantial management or leadership responsibility. In addition to the years of required work experience, qualified applicants must also possess a bachelor's degree from an accredited college or university, preferably in a business-related discipline relevant to the Court's operational environment, such as public, business, or judicial administration.

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 to interact courteously and professionally with high-level officials is also essential. Candidates must be able to read, interpret, and apply the Federal Rules of Civil and Criminal Procedure.

Desirable Qualifications: A Juris Doctor (JD) is 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, and a good steward of resources; possess tact, good judgment, and initiative; and be able to manage change, articulate management priorities, and build a culture of diversity and inclusion. 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 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 one 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.

A postgraduate degree in public, business, or judicial administration from such a college or university may be substituted for one additional year of the required general experience. A degree from an accredited law school may be considered as qualifying for two additional years of the required general experience.

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. 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.

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

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](#).

HOW TO APPLY:

Qualified persons interested in being considered for this position are invited to submit in **a single PDF document** to the application portal - [NYED Clerk of Court Applications \(click here\)](#) with the following:

1. A letter of interest that includes a narrative statement detailing qualifications and shows demonstrative experience of your ability to manage an organization
2. Resume detailing specialized experience, including management functions, and the number and composition of personnel supervised;
3. Completed and signed AO 78, Application for Federal Judicial Employment form, [located here](#); and
4. A list of three professional references.

Incomplete packets and those submitted after the application deadline will not be considered. The subject line of the email submission should be: **Announcement #21-13/COC (your name)**. Application materials should have the following address noted on them:

**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. Reference checks with current and former employers will be conducted on top candidates. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided.

**The United States District Court is an Equal Opportunity
Employer.**