

Notice of Career Opportunity

United States District Court Western District of Wisconsin

July 22, 2008

Position Title: **CLERK OF COURT**

Salary Range: **\$145,417 - \$157,999 (JSP Grade 17)**

Position Location: **Madison, WI**

Closing Date: **August 29, 2008**

Position Summary

The clerk of court is appointed by the judges of the Western District of Wisconsin to serve as the court's chief executive officer, responsible for the effective operation of the district court and the many constituencies it serves. In that capacity, the clerk is called upon to perform a wide range of duties, some of which are set out below.

Representative Duties

- Planning and budgeting for both short and long term developments affecting the court.
- Researching and solving problems.
- Consulting with the judges on court policies, procedures and operations.
- Hiring and assigning personnel and assuring that they are provided the training and tools they need to do their jobs.
- Directing staff responsible for the processing of civil and criminal cases, issuance of process and the maintenance of official records.
- Directing the development, maintenance and security of automation programs.
- Overseeing the jury operations of the court and working to improve juror utilization, jury notification and jury orientation.
- Directing the court's financial service function, including purchases, payments and accounting functions.
- Developing, maintaining and improving case management tools.

- Working with various governmental agencies on a variety of court activities.
- Conducting special studies and preparing statistical and narrative reports as directed.
- Developing long-range plans for the operation and housing of the court and safety of court personnel.
- Providing information to the public, the bar, non-represented litigants and the media.
- Fostering an atmosphere of teamwork, innovation and excellence.

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. A lawyer who is in the active practice of law in either the public or private sector may substitute that active practice on a year-for-year basis for the management experience requirement.

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. A law degree is highly desirable, but not required. However, qualified candidates should have a good understanding of legal terminology and procedure 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 may be substituted for a maximum of 3 years of the required general experience. 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 from such a college or university may be substituted for 1 additional year of the required general experience. A degree from an accredited law school may be considered as qualifying for 2 additional years of the required general experience.

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 a criminal record and credit check. (Incumbent will be subject to background checks every 5 years.)

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 Clerk of Court 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.

Application Procedures and Information

Qualified persons are invited to submit:

- a letter of application,
- current résumé,
- completed application for judicial branch employment, form AO-78 (available at <http://www.uscourts.gov/forms/AO078.pdf>)
- contact information for three professional references, and
- a narrative statement not to exceed two pages, addressing the candidate's vision of the way the clerk's office can best meet the needs and expectations of the people it serves: the public, the bar, litigants, the judges, court staff and employees of other government agencies.

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

U.S. District Court
Western District of Wisconsin
Attention: Human Resources
120 North Henry Street
Madison, WI 53703

e-mail: HR@wiwd.uscourts.gov

(608) 261-5726

The application deadline is August 29, 2008.

Candidates will be screened by a committee. The final selection will be made by the chief judge. 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.