

# United States District Court Central District of Illinois



## Vacancy Announcement

Position Title:	<b>Chief Deputy Clerk (Type II)</b>
Announcement Number:	2021-03
Position Type:	Full-time, Excepted Service
Position Location:	Springfield, IL
Starting Date:	To be decided
Classification Level:	JSP 14 -16
Salary Range:	\$108,885-\$183,300

*(Starting salary will depend upon the education, background, and prior work experience of the applicant)*

Opening Date: **March 5, 2021**

Closing Date: **March 31, 2021**

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The United States District Court for the Central District of Illinois is accepting applications for the position of Chief Deputy Clerk. This is a high-level management position which functions under the direction of the Clerk of Court. The Chief Deputy Clerk is second in command and is responsible for managing the court operations of the clerk's office.

### Representative Duties

Devises, implements, and perfects administrative and managerial techniques, systems, methods, programs, and procedures with regard to:

- Receipt, handling, preparation, maintenance, storage, and control of all official and quasi-official records and materials received-in, created by, or processed through the Office of the Clerk of Court.

- Release, certification, or authentication of copies or originals of all official records of the Court and Office of the Clerk of Court. This involves such internal administrative records as time, leave, payroll, travel, per diem, and other fiscal records relating to the operation of the district.
- Improvement of general working conditions, including programs for the phased-out modernization of equipment, furniture, and physical layout and arrangement best suited to meet the current and projected requirements.
- Supervises the reporting and accounting of all money received in and processed through the office, including filing, fees, fines, and restitution payments, deposits for costs, cash bonds, naturalization fees, etc.
- Adapts and installs new or improved methods, systems, and procedures for assuring accuracy of accounts and for facilitating the receipt, deposit, and disbursement of monies processed through the office.
- Advises attorneys on procedural matters related to the filing of pleadings, monitions, motions, writs, interaction of both a usual and unusual nature or form.
- Reviews and analyzes organizational structure, reporting relationships and functional assignment, striving to meet current and future organizational needs. Provides methods and systems for maintaining time and attendance records, per diem reimbursements, and other matters affecting the compensation of personnel in the court system.
- Supervises preparation and submission of statistical reports relating to all cases filed, disposition of such cases, disposition of defendants in criminal cases, use of jurors, trials and pre-trials conducted, naturalization petitions and declarations filed, and other reports required to reflect the workload of the Court and the Office of the Clerk of Court.
- Establishes and adjusts long range schedules, priorities and deadlines for completion of work assignments, and coordinates work schedules among subordinate units.
- Assigns and explains work requirements to subordinate levels of supervision for new or changed programs, functions, goals, and processes.
- Selects or recommends the selection of subordinate supervisors.
- Establishes operating guidelines to implement procedures, methods, and other work-related changes.
- Studies continuing problems in the quantity and quality of work and takes or recommends necessary corrective actions.

- Recommends personnel action concerning subordinate supervisors and evaluates their performance.
- Performs other duties, as assigned.

## **Qualifications**

Candidates must have a minimum of six years of progressively responsible experience in administrative, professional, investigative, technical, or other responsible work which provided an opportunity to gain:

- (1) a general knowledge of management practices and administrative processes,
- (2) skill in dealing with others in person-to-person work relationships, and
- (3) the ability to exercise mature judgment.

At least three of the six years of experience must have been progressively responsible supervisory, managerial or professional work, which provided an opportunity for the candidate to acquire a thorough knowledge of the basic concepts, principles, policies and theories of management. Excellent oral and written communication skills are required.

For current Judiciary employees, placement at or promotion to the JSP 14 level requires one (1) year of experience equivalent to the JSP 13 or CL 29 grade level, placement at the JSP 15 level requires one (1) year of experience equivalent to the JSP 14 or CL 30 grade level and promotion to the JSP 16 level requires one (1) year of experience equivalent to the JSP 15 or CL 31 grade level.

## **Desirable Qualifications:**

A bachelor's degree in a related field from an accredited college or university.

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.

## **Educational Substitutions**

(a) Education above the high school level in accredited institutions may be substituted for the general experience on-the-basis of one academic year (30 semester or 45 quarter hours) equals nine months of experience.

(b) Completion of one academic year (30 semester or 45 quarter hours) of graduate study in an accredited university in such fields as business or public administration, political science, criminal justice, law, management, or related field, may be substituted for one year of specialized experience.

(c) Completion of a master's degree or two years of graduate study (60 semester or 90 quarter hours) in an accredited university in such fields as business or public administration, political science, criminal justice, law, management, or related field — or completion of a Juris Doctor (JD) degree — may be substituted for two years of specialized experience.

### **Preferred Skills**

- Experience in court management, including experience in personnel development, fiscal management, court operations and human resources.
- The ideal candidate should possess strong leadership and interpersonal skills.
- Experience in maintaining relationships with court staff, the Administrative Office of the U.S. Courts, and the Federal Judicial Center.
- Preference will be given to candidates who have experience within the federal court system.

### **How to Apply**

Qualified candidates are invited to submit a letter of interest, comprehensive resume of education and work experience, and an *Application for Judicial Branch Federal Employment* (AO 78), available at [www.ilcd.uscourts.gov](http://www.ilcd.uscourts.gov), to:

U.S. District Court, Vacancy 2021-03, 210 U.S. Courthouse, 600 E. Monroe Street  
Springfield, IL 62701.

Application packets may also be emailed to [joellen\\_rankin@ilcd.uscourts.gov](mailto:joellen_rankin@ilcd.uscourts.gov) and must be received by the close of business on March 31, 2021.

The U.S. District Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to fill the position earlier than the closing date. Any such actions may occur without prior written notice. Participation in the interview process will be at the applicant's own expense. The court will not pay for relocation expenses. Only applicants selected for an interview will be contacted.

The Chief Deputy Clerk is an at will employee who serves at the pleasure of the Court and may be terminated with or without cause. As a condition of employment, the selected candidate must successfully complete a ten-year background investigation, and subsequent favorable suitability determination, and every five years thereafter will be subject to re-investigation. Judiciary employees are required to adhere to the *Code of Conduct for Judicial Employees*. Applicants must be citizens of the United States or be eligible to work in the United States. Direct deposit of salary payments is mandatory.

**THE U. S. DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER**