

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF OKLAHOMA
VACANCY ANNOUNCEMENT – CHIEF DEPUTY CLERK (TYPE II) FY # 24-09

BASIC INFORMATION

Position Title:	Chief Deputy Clerk (Type II)
Employment Type:	Full-time, Permanent
Location:	Tulsa, Oklahoma
Area of Consideration:	Open to All Qualified Applicants
Grade/Annual Salary Range:	JSP 15/1 – JSP 16/10 (\$143,736 - \$204,000) (based on qualifications and experience)
Opening Date:	July 30, 2024
Closing Date:	Open Until Filled (to ensure consideration, apply by August 16, 2024)
Starting Date:	TBD

The United States District Court for the Northern District of Oklahoma is seeking qualified applicants for the position of Chief Deputy Clerk (Type II). The Court is comprised of 11 judicial officers and a Clerk's Office staff of 38 employees.

POSITION OVERVIEW

The Chief Deputy Clerk is a senior-level management position reporting directly to the Clerk of Court and working directly with the judges, and it is the second highest managerial position in the Clerk's Office. In the absence of the Clerk of Court, the Chief Deputy Clerk assumes the functions and responsibilities of the Clerk.

Under the direction of the Clerk of Court, the Chief Deputy Clerk manages the day-to-day operations and administrative activities of the Clerk's Office and assists in the performance of the statutory duties of the office. The Chief Deputy Clerk assists the Clerk of Court in providing management and leadership of all non-judicial functions and activities of the court including but not limited to: case flow; human resources; budget and finance; procurement; information technology; public relations/communications; education, training and development; and strategic planning.

REPRESENTATIVE DUTIES

- Directly supervise departmental managers and other staff and provide leadership through coaching, mentoring, training, and facilitating constructive communication.
- Manage these support services and staff: automation/information technology, case administration including CM/ECF, courtroom and jury services, intake, records management, training, statistical reporting, quality control, finance and budget management, space and facilities, training and development, strategic planning, and human resource management.
- Promote and maintain the integrity of official records in the custody of the court.

- Assist in directing the court's financial services functions in accordance with statutory requirements. Prepare and manage the annual budget.
- Conduct special studies and implement special projects related to court administration.
- Analyze and make recommendations on statutes, local rules, and procedures affecting the operations of the court.
- Advise the Clerk of Court on matters affecting the functioning of the Clerk's office.
- Review and analyze organizational structure, reporting relationships and functional assignments to meet current and future organizational needs.
- Devise, implement and perfect administrative and managerial techniques, systems, methods, programs and procedures.
- Establish and adjust long range schedules, priorities and deadlines for completion of work assignments, and coordinate work schedules amount subordinate units.
- Work with members of the bar and the public to improve the delivery of court services.
- Work with various governmental agencies on a variety of matters necessary to conduct court business.
- Perform other duties as assigned.

QUALIFICATIONS

Required Qualifications

- Must be a high school graduate or equivalent.
- Must have three years of general experience and three years of progressively responsible specialized experience.

General Experience is progressively responsible administrative, professional, investigative, technical, or other responsible work that provided an opportunity to gain:

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

Specialized Experience is defined as progressively responsible experience in administrative, supervisory, managerial, or professional work that provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of management.

Educational Substitutions:

- 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.
- 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.
- 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.

Court Preferred Qualifications

- Supervisory or managerial experience in the Federal Judiciary is highly preferred.
- Court experience is preferred; experience with court administration and court operations is highly desirable.
- An understanding of the principles of case management and operational experience with CM/ECF is strongly preferred.
- General understanding of court operations and court administration including operations, information technology, space and facilities, human resources, finance, budget, and procurement.
- Exceptional communication and interpersonal skills, along with a proven record of leadership and accomplishments.

CONDITIONS OF EMPLOYMENT

Applicants must be United States Citizens or eligible to work in the United States. Judiciary employees serve under excepted appointments, are considered “at-will”, and serve at the pleasure of the court. All court employees are required to adhere to the Code of Conduct for Judiciary Employees, which is available [here](#).

Applicants must complete the optional background information (Questions 18-20) requested on The Application for Judicial Branch Federal Employment (Form AO-78). The selected applicant will be hired provisionally pending the results of fingerprinting and a thorough background investigation to determine employment suitability. Background investigations are renewed every five years. All available information, past and present, favorable and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination. All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application material may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

Court employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit. If hired at a lower level, promotion to a higher level, budget allowing and when determined qualified, could occur without further competition.

BENEFITS

A generous benefits package is available which includes a minimum of 11 paid holidays; health, life, and long-term care insurance benefits; flexible benefits, a retirement plan, and a Thrift Savings Plan. For more detailed information about federal judiciary benefits, please click [here](#).

OTHER/GENERAL INFORMATION

Participation in the interview process will be at the applicant’s expense and relocation expenses will not be provided. The Court reserves the right to modify the conditions of this announcement, withdraw the announcement, or fill the position at any time, any of which may occur without prior written notice.

APPLICATION INFORMATION

Applicants must submit **one of each** of the following combined into a **single pdf** document to okndhr@oknd.uscourts.gov:

1. Letter of interest that supports your work experience as it relates to the position; and
2. Current chronological resume that includes complete work experience, salary history, and education; and
3. List of three (3) professional references with current contact information; and
4. Completed and signed AO-78, Application for Judicial Branch Federal Employment, available at <https://www.oknd.uscourts.gov/employment-opportunities>; and
5. Written responses, of no more than one page each, to the following:
 - a. Please share your views on coaching, mentoring, staff development, and succession planning, including your personal experiences.
 - b. Provide an example of a challenging managerial issue you have encountered. How did you resolve the issue?

Application packages will not be considered complete unless all items have been received by the Human Resources Department. Incomplete application packets will disqualify an applicant from further consideration. Receipt will be acknowledged by the Human Resources Department by return email. Due to the anticipated volume of applications, only applicants selected for an interview will be contacted. Questions can be directed to 918-699-4841.

The United States District Court is an Equal Opportunity Employer



TOTAL COMPENSATION STATEMENT

*** SAMPLE FOR ILLUSTRATION PURPOSES ONLY ***

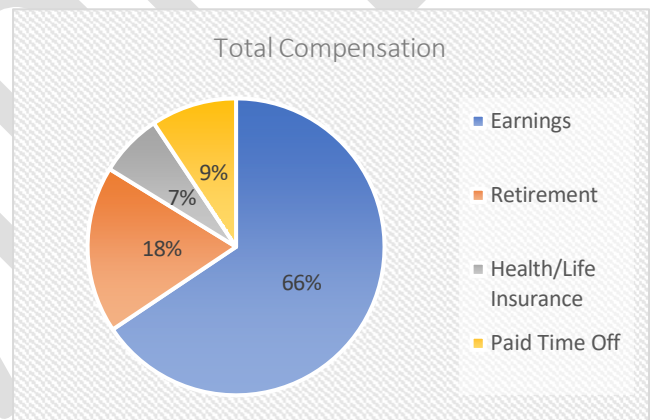
POSITION: Chief Deputy Clerk (Type II), Full-Time
LOCATION: Tulsa, Oklahoma
STARTING LEVEL: JSP 15/1 – JSP 16/10 (\$143,736 - \$204,000)
SALARY: \$173,868 per Annum

The Federal Judiciary provides a generous benefit package which, in addition to salary, is an important component of total compensation. This total compensation statement illustrates the value of the Federal Judiciary benefits. Please be advised that the information is tailored to this position as above, however some of the individual benefit values may vary based on your benefit choices.

EARNINGS

\$173,868

Retirement Benefits \$48,161.44
 Health/Life Insurance \$17,143.62
 Paid Time Off \$24,724.75



TOTAL EMPLOYER CONTRIBUTIONS \$90,047.81

Employer contributions represent 34.12 % of total compensation

TOTAL COMPENSATION

\$263,915.81

EMPLOYER CONTRIBUTIONS

Retirement Benefits

- ❖ Retirement - Basic Benefit (FERS) 16.5 – 18.4% of basic pay for FY24, varies by type of FERS employee (FERS, FERS RAE or FERS FRAE)
- ❖ Thrift Savings Plan - Automatic Contribution 1% of Basic Pay for FERS employees
- ❖ Thrift Savings Plan - Employee Matching Up to an additional 4% of Basic Pay
Judiciary matches dollar for dollar for the first 3%, then 50 cents for every dollar contributed after that, up to 5%
- ❖ Social Security 6.2% of earnings up to SS Wage Base

Health /Life Insurance

- ❖ Health Insurance – FEHB Approximately 72% of FEHB Premium
- ❖ Life Insurance - FEGLI BASIC option \$.075 per every \$1,000 of insurance

Paid Time Off

- ❖ Sick Leave 4 hours per pay period = 104 hours per year
- ❖ Annual Leave 4 – 8 hours per pay period based on length of service
 - 0 – 3 years = 104 hours/year*
 - 3 – 15 years = 160 hours/year*
 - 15+ years = 208 hours/year*
- ❖ Paid Holidays 11 federal holidays

ADDITIONAL BENEFITS

- ❖ Dental Insurance, *premiums paid on a pre-tax basis*
- ❖ Vision Insurance, *premiums paid on a pre-tax basis*
- ❖ Flexible Spending Accounts, *contributions paid on a pre-tax basis*
- ❖ Paid Parental Leave, *12 weeks*
- ❖ Long-term Care Insurance
- ❖ Employee Recognition Program
- ❖ Professional Education and Training
- ❖ Benefit and Retirement counseling and training
- ❖ Onsite Gym
- ❖ Employee Assistance Program (EAP)