

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF INDIANA

CLERK OF COURT

Salary: JSP 16 -17 - \$170,121 – \$226,231
depending on qualifications and experience

OPENING DATE: May 13, 2024

CLOSING DATE: May 30, 2024, by 4:00 p.m. eastern time

Position begins in July or August 2024,
to afford overlap with current Clerk of Court¹

POSITION SUMMARY

The United States District Court for the Southern District of Indiana is seeking a full-time, permanent Clerk of Court. The Clerk of Court is appointed by the District Judges and will work closely with the Court's five active Judges, two Senior Judges, six full-time Magistrate Judges, and two part-time Magistrate Judges. This is a high-level management position which functions under the direction of the Chief Judge of the Court. The Clerk of Court is responsible for managing the administrative activities of the Clerk's office and overseeing the performance of the statutory duties of the office. Included among the Clerk's responsibilities are policy implementation and monitoring, long-range planning, budgeting, financial management, information technology services, human resource management, space and facilities management, statistical analyses and reporting, and public relations. The district has four divisions, Indianapolis (where the position will reside), Terre Haute, Evansville, and New Albany. Periodic travel to all divisions is a requirement of the position.

SUMMARY OF REPRESENTATIVE DUTIES AND RESPONSIBILITIES

- Leading a staff of approximately 55 with compassion and directness, bringing focus on the role each individual plays in the administration of justice within the federal court;
- Serving as advisor to the Chief District Judge on operational and administrative matters, including case assignments, budget, personnel, and ethics;
- Consulting with and making recommendations to the Court's Judges regarding policies and procedures;
- Directing staff responsible for the processing of civil and criminal cases, the issuance of process, and the maintenance of official records in the custody of the Court;
- Managing the jury operations of the Court and making recommendations as required to improve juror utilization;
- Serving as the Procurement Liaison Officer and Certifying Official for any payment by the District Court;
- Directing through subordinate staff the Court's financial services function including

¹ Position overlap will likely last approximately 60-90 days.

- purchasing, juror payments, criminal restitution, and accounting functions;
- Hiring and assigning Clerk's Office personnel, as well as ensuring that appropriate training programs and plans are in place;
 - Preparing and managing the annual budget;
 - Conducting special studies as directed, and preparing statistical and narrative reports;
 - Managing staff responsible for automation and information technology services, statistical analysis and reporting requirements, inventory control, and human resources and space and facilities management;
 - Managing onboarding, recalling, and certifying of Judges;
 - Working with members of the bar and the public to improve the delivery of court services;
 - Working with various governmental agencies on a variety of issues necessary to court activities, such as data processing, fiscal issues, and personnel matters;
 - Performing any related duties as required by the Court; and
 - Occasional travel outside of the district, in addition to periodic visits to courthouses in Terre Haute, Evansville, and New Albany.

MINIMUM QUALIFICATIONS

To be qualified for appointment, candidates must meet the following standards:

Experience

General - A minimum of 10 years of progressively responsible administrative experience in public service or business which provides a thorough understanding of organizational, procedural, and human aspects in managing an organization.

Management Responsibility – At least 3 of the 10 years of experience must have been in a position of substantial management responsibility. Substantial management responsibility is high-level administrative experience that provided a thorough understanding of the organizational, procedural, and human aspects of managing an organization. Such experience typically includes financial management, space and facilities management, oversight of the information technology and human resources functions, and long and short-range planning.

Practice of Law - An attorney who is in the active practice of law in either the public or private sector may substitute said active practice on a year- for-year basis for the management or administrative experience requirement.

Law Clerk - An attorney who has served as a judicial law clerk in a federal court may substitute said clerkship on a year-for-year basis for the management or administrative experience requirement.

Educational Equivalent

Undergraduate - 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 1 academic year of education equals 9 months of experience. A bachelors 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.

Postgraduate - A postgraduate 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.

Legal - A degree from an accredited law school may be considered as qualifying for 2 additional years of the required general experience.

COURT PREFERRED SKILLS

A law degree is preferred but not required. Management experience in a federal or state court judicial system is highly desired. Solid organizational, problem solving, and conflict resolution skills, as well as solid oral and written communication skills, are strongly preferred. Experience in office automation, including an automated case management system, and a working knowledge of the federal court system are also preferred.

BENEFITS

Judiciary employees serve under excepted appointments (not civil service). Excepted appointments are at will and can be terminated with or without cause. Federal benefits include paid vacation and sick leave, paid holidays, and retirement benefits. Optional benefits include health, life, and long-term care insurance, flexible spending accounts for health and dependent care, dental and vision insurance, and a tax-deferred savings plan. This position is subject to mandatory electronic funds transfer (direct deposit) participation for payment of net pay.

BACKGROUND INVESTIGATION REQUIREMENTS

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 a re-investigation.

PROCEDURES FOR APPLYING

Submit an application packet that includes:

- A letter of interest describing your knowledge, skills, and abilities as they relate to the duties of this position;
- Résumé;
- [AO 78 Application for Judicial Branch Federal Employment](#) (linked here); and
- The names, addresses, and telephone numbers of three professional references.

Application packets should be sent via email as **one single** text-searchable PDF document to:

HR_Submit@insd.uscourts.gov. The subject line should state: Clerk of Court Application – [insert first and last name]. Receipt will be acknowledged by the Human Resources Department. If you do not receive email confirmation within three business days, please contact the Human Resources Administrator at (317) 229-3702. Application packets must be received by 4:00 p.m., eastern time, on the closing date. Incomplete and late application materials will not be considered.

Applicants must be United States citizens or eligible to work in the United States (*i.e.* permanent resident. Permanent residents must be willing to apply for United States citizenship within two years of hire). Selection will be made consistent with the provisions of the Equal Opportunity Plan adopted by the United States District Court for the Southern District of Indiana. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed. The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without prior written or other notice. Employees are required to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request.

THE UNITED STATES DISTRICT COURT FOR THE SOUTHERN DISTRICT OF INDIANA IS AN EQUAL OPPORTUNITY EMPLOYER