

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF INDIANA

INDIANAPOLIS OPERATIONS MANAGER
Salary Range: CL 28-CL 29: \$57,080-\$84,864
depending on qualifications and experience

CLOSING DATE: Monday, January 11, 2016

The United States District Court is currently accepting applications for an Indianapolis Operations Manager. This position reports directly to the Chief Deputy Clerk and is responsible for the direction and performance of the Indianapolis operations staff. This position is accountable to management for the quality and quantity of work done and for assuring efficient and economical work operations in the managed unit.

FUNCTION: As Indianapolis Operations Manager, this position assigns, directs, and plans the work of operational staff located in Indianapolis ("IP") (incumbent's official duty station), providing day-to-day oversight and management of the court operations team, which includes the functional areas of intake, records management, jury administration, data quality analysis, and courtroom services. Responsibilities include training, evaluating, and development of the operations staff, and direct supervision of functional work groups, which may include court services (intake), jury administration, case administration and/or courtroom deputies. The IP Operations Manager must be knowledgeable about all of the above noted court functions, as well as having definitive experience with those functions in a legal environment. As part of the Management Team, the Indianapolis Operations Manager will assist in the development, implementation, and refinement of all office policies, procedures, and programs.

QUALIFICATIONS: At least three years of progressively responsible administrative, supervisory, managerial or professional work experience in a legal environment, which provided an opportunity to gain (a) skill in dealing with others in person-to-person work relationships, (b) the ability to exercise mature judgment, (c) high level skills in automation planning and implementation, (d) a thorough knowledge of the basic concepts, principles, and theories of management, and (e) the ability to understand the managerial policies applicable to the court unit. Desirable qualifications include: previous courtroom deputy clerk experience, ability to assume and delegate responsibility; ability to manage and work with staff, management, the public, and the bar; sophisticated computer skills; ability to communicate clearly, both verbally and in writing; ability to organize, oversee, and complete projects; experience with and knowledge of legal terminology and processes; ability to work effectively with judges and chambers staff; and ability to be a team player with a positive attitude, supportive of management policies and procedures. Only candidates with knowledge of the federal court case management/electronic case filing system will be considered.

APPLICATION INSTRUCTIONS: To apply, email the following documentation in one PDF document to:

HRsubmit@insd.uscourts.gov

- (1) cover letter indicating why you are interested and why you believe you are qualified for the position;
- (2) résumé, including email and telephone contact information; and
- (3) references from three work related sources, including email and phone contact information.

Be sure to include your name and the words **Indianapolis Operations Manager** in the subject line. First consideration may be given to those who apply early. **The deadline for receipt of applications is Monday, January 11, 2016, 5:00 pm eastern time.** Neither faxed nor mailed résumés will be accepted. In order to be considered for this position, candidates must submit the entire application package in the manner prescribed by the instructions. Failure to do so will invalidate the application without further acknowledgement from the Court.

BENEFITS: Employees of the United States District Court ARE NOT included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of the available benefits are:

- Participation in the federal health, dental and vision programs of your choice on a pre-tax basis.
- Participation in the Federal Employees Retirement System.
- Participation in a group life insurance program.
- Participation in a group disability insurance program.
- Participation in a long-term care insurance program.
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis.

The Court is an Equal Opportunity Employer. Applicants are subject to a complete FBI fingerprint check and background investigation. Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. The United States District Court is a smoke-free environment. Please note that federal judicial employees are governed by certain ethical guidelines that prohibit engaging in any political activities, whether partisan or nonpartisan.