

VACANCY ANNOUNCEMENT (VA 25-04)



United States District Court - Middle District of PA
www.pamd.uscourts.gov

CHIEF DEPUTY CLERK (TYPE II)

Full-Time Permanent Position with Benefits

Location: Middle District of Pennsylvania

SALARY JSP 14-1 (\$124,531) – JSP 16-10 (\$207,500) – Scranton/Williamsport
JSP 14-1 (\$127,052) – JSP 16-10 (\$207,500) – Harrisburg

Starting salary based on qualifications, experience, and prior classifications under JSP and/or CPS.
Promotion potential to a JSP 16 without further competition.

Opening Date: July 8, 2025 - Closing Date: July 29, 2025

The United States District Court, Middle District of Pennsylvania, is seeking qualified applicants for the position of full-time (40 hours/week) Chief Deputy Clerk (Type II). The Chief Deputy is a senior level management position that reports directly to the Clerk of Court, serves as second in command, and has regular interaction with Federal Judges, high level officials, court staff and the public.

POSITION OVERVIEW:

Under the direction of the Clerk of Court, the incumbent shares responsibility for the day-to-day supervision, management, and oversight of all facets of the operational and administrative activities of the Clerk's Office, in addition to assisting with performance of the statutory duties of the office. This position requires an individual with the experience and leadership skills necessary to anticipate and resolve complex administrative and operational challenges with confidence. In the absence of the Clerk of Court, the Chief Deputy assumes the duties and responsibilities of the Clerk.

REPRESENTATIVE DUTIES:

- Assists in providing management and leadership of all non-judicial functions and activities of the court, including civil and criminal case administration, budget and financial management, human resources, information technology, procurement, training and development, public relations/communications, and jury service.
- Assists with developing, implementing and refining district-wide policies, procedures, programs and operational performance standards. Works with the Clerk of Court to develop short-and-long range planning initiatives that comply with applicable statutes, rules, and guidelines as outlined in the Guide to Judiciary Policy, local policies and internal controls.
- Acts as liaison with the Administrative Office of the U.S. Courts, Federal Judicial Center, General Services Administration and other federal courts, court units, the bar, government agencies, judges and the public to resolve complex issues of practice and procedure.

REPRESENTATIVE DUTIES (cont'd):

- Provides leadership for staff through coaching, mentoring and training; provides resources, offers guidance and provides feedback; and facilitates open communication. Assigns and explains work requirements to supervisors for new or updated programs, functions, and processes.
- Participates in the recruitment, selection and hiring of supervisors and support staff. Recommends personnel actions and evaluates supervisors' performance.
- Reviews and analyzes the organizational structure, reporting relationships and functional assignments to meet current and future organizational needs, while also enhancing the productivity of the entire court.
- Certifies or authenticates copies or originals of all official records of the court and office of the Clerk of Court. This includes such internal administrative records as time and attendance, leave, payroll, travel, per diem and other fiscal records relating to the operation of the district.
- Acts as a liaison with judges, Chambers staff and Court staff to resolve a variety of concerns and to ensure outstanding service and support.
- Oversees, and may assist with the 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 other proceedings 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.
- Oversees, and may assist with the reporting and accounting of all money received and processed through the Clerk's Office, including filing fees, fines, and restitution payments, deposits in land condemnation and personal injury actions, deposits for costs, cash bonds, naturalization fees, etc. Provides for banking institutions to meet depository requirements of all funds not required by law to be transferred to the Treasury or other agencies.
- Adapts and installs new or improved methods, systems and procedures for assuring accuracy of accounts and for facilitating the receipt, deposit, and disbursements of monies processed through the office.
- Assists with overseeing the procurement process, financial operations and the annual budgetary process, ensuring that generally accepted accounting principles and internal control policies and procedures are followed. Oversees a variety of accounting records, financial statements and reports, ensuring that court and personnel expenses are appropriate.
- Assists with overseeing the jury selection process with particular attention to the Jury Selection and Service Act, the local Jury Plan, internal controls policies and the jury computerized database.
- Assists with space and facilities projects within the district. Improves general working conditions, including programs for phased-out modernization of equipment, furniture and physical layout to meet current and projected needs.
- Assists with development, implementation and enforcement of policies and practices to secure staff and physical assets of the court, which may include property management, emergency preparedness and disaster recovery activities, space and facility needs, security, media and public relations.
- Participates in management meetings and serves on court committees, working groups and national committees, as assigned.
- Performs other duties, special projects, and assignments as directed by the Clerk of Court.

QUALIFICATIONS:

A bachelor's degree from an accredited college or university in business or public administration, court administration, law or related field is preferred. The successful candidate must possess a minimum of six years of progressively responsible experience in an administrative, professional, investigative, technical, or other work that provided an opportunity to gain 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. At least three of the six years must have been in a position with substantial administrative, supervisory, managerial or professional work that provided an opportunity to acquire thorough knowledge of the concepts, principles and theories of management, preferably in public or judicial administration.

Education above the high school level in accredited institutions may be substituted for the general experience based on 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) may be substituted for two years of specialized experience.

The successful candidate shall be a leader, motivator, and visionary who possess mature judgment to make decisions on controversial and potentially sensitive work issues. The candidate should further possess a work history that demonstrates outstanding problem solving, conflict resolution and organizational leadership skills; ability to organize, oversee and complete complex projects; ability to analyze and present statistical and other data to drive decisions; exercise proven team and consensus building with an emphasis on unity; and demonstrate a commitment to public service and the mission of the Federal Judiciary.

The successful candidate must also exercise discretion in dealing with confidential information, possess excellent organizational, analytical, and interpersonal skills, and have ability to multitask in a fast-paced environment. The successful candidate is also required to consistently demonstrate the highest ideals of honesty, integrity, sound ethics and judgment. In addition, the position requires public speaking, superior writing skills and excellent oral communication skills. Travel to the other vicinages, as well as business travel, is required for this position.

The successful candidate is required to have working knowledge of Microsoft Office 365, specifically Word, Excel, Outlook and PowerPoint, Adobe Acrobat and Teams.

COURT-PREFERRED QUALIFICATIONS:

Additional qualifications, experience and skills preferred, but not required, include:

- Proficiency working with court related applications, including CM/ECF (Case Management/Electronic Case Filing system), PACER (Public Access to Court Electronic Records), JIFMS (Judiciary Integrated Financial Management System), JMS (Jury Management System) and HRMIS (Human Resources Management Information System).

- Prior court administration experience in the Federal Judiciary or a state court system.
- Knowledge of sound financial controls and policies.

SALARY:

The salary range for the position is JSP 14-1 to JSP 16-10, commensurate with qualifications, specialized experience, budgetary considerations, prior classification under the Judiciary Salary Plan and/or the Court Personnel System and location of position/duty station. This position has promotion potential to the JSP 16, without further competition, at the discretion of the Clerk of Court, based on performance and subject to budgetary considerations.

BENEFITS:

This is a full-time position which is eligible for the Federal Judiciary's comprehensive benefits package, which includes paid annual and sick leave, health and life insurance, dental and vision insurance, retirement plan, Thrift Savings Plan, flexible spending accounts for health and dependent care, parking subsidy program (contingent on budgetary funding), employee assistance program, transportation subsidy program and eleven (11) paid Federal holidays per calendar year. Additional information about the benefits can be found at www.uscourts.gov/careers/benefits.

CONDITIONS OF EMPLOYMENT:

- The successful candidate must be a United States citizen or eligible to work in the United States.
- The successful candidate is hired provisionally, pending the results of high sensitive single scope background investigation and subsequent favorable employment suitability determination. The successful candidate is also subject to an updated background investigation every five years.
- Travel for the interview and/or relocation expenses are not authorized for reimbursement.
- The Court provides reasonable accommodations to applicants with disabilities. If you require a reasonable accommodation for any part of the application process, please notify the District Court's Human Resources Office at (570) 207-5670. The decision on granting a reasonable accommodation will be made on a case-by-case basis.
- This position may require working beyond normal business hours (8:30 a.m. to 5:00 p.m.) to meet the demands of the court.
- Employees are required to use electronic fund transfer (EFT) for payroll purposes (Direct Deposit).

TO APPLY:

Applicants are invited to electronically submit a cover letter; resume (including educational information, employment experience and salary history); three (3) professional references and contact information; and a completed AO 78 (Application for Judicial Branch Federal Employment), which may be downloaded from the Court's web site at www.pamd.uscourts.gov.

All documents are to be forwarded as one PDF file via email to:

HR1_PAMD@pamd.uscourts.gov

Please include in the subject line: Chief Deputy Clerk (Type II) (VA 25-04)

Closing date for applications is July 29, 2025 (close of business).

The United States District Court is an Equal Opportunity Employer.

This Vacancy Announcement may be used to fill more than one position, if another position becomes vacant within a reasonable timeframe of this announcement.

All information provided by an applicant is subject to verification. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

The United States District Court, Middle District of Pennsylvania, reserves the right to modify the conditions of this Vacancy Announcement, to withdraw the Vacancy Announcement or to fill the position at any time before the closing date, any of which actions may occur without any prior written or other notice. Due to the volume of applications received, only candidates in consideration for this position will be contacted.

Employees of the United States District Court, Middle District of Pennsylvania, serve under excepted appointments and are considered “at will” and can be terminated with or without cause at any time.