

DISTRICT OF IDAHO
U.S. District and Bankruptcy Courts for the District of Idaho
Opportunity Announcement 17-02



Boise, Idaho
www.id.uscourts.gov

Position Details

Job Grade: JSP 17

Salary Range: \$160,671-186,282 DOE

Closing Date: Open until filled.

Preference given to applications received before close of business, Friday, April 21, 2017.

Materials must be submitted to:

Alex Krone, Human Resources Manager
United States Courts, District of Idaho
550 West Fort St., Suite 400
Boise, ID 83724

Applicants must provide:

1. Letter of interest
2. Supplemental statement (see below)
3. Current résumé
4. Completed AO-78 (see below)

**Clerk of Court for the District and
Bankruptcy Courts**

The United States District and Bankruptcy Courts for the District of Idaho are accepting applications for the position of District and Bankruptcy Clerk of Court. The office of the Clerk of Court for the District Court and the Bankruptcy Court is fully consolidated. There are four offices within the District of Idaho: Boise, Pocatello, Coeur d'Alene, and Moscow. The Clerk of Court's primary office will be located in Boise.

The United States District and Bankruptcy Courts for the District of Idaho invite applications for the position of **Clerk of Court**. This position will be located in the United States Courthouse in Boise, Idaho. The Clerk of Court is appointed by the Judges of the court and serves under the direction of the Chief Judges of the Court. The Clerk of Court is responsible for leading and directing all the administrative and operational areas of the consolidated Clerk's Office and overseeing the performance of the statutory duties of the office. The District of Idaho currently supports two District Judges, two Bankruptcy Judges, three Magistrate Judges and two Ninth Circuit Court of Appeals Judges.

Disclosure: The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. Only qualified applicants will be considered for this position. Not all applicants will be invited for an interview. Participation in the interview process will be at the applicant's own expense. As a condition of employment, the selected candidate must complete a background investigation and FBI fingerprint check. Applicants must be U.S. citizens or eligible to work for the United States. Court employees are considered "at will" employees in the excepted service and may be terminated with or without cause by the court.

DISTRICT OF IDAHO
U.S. District and Bankruptcy Courts for the District of Idaho
Opportunity Announcement 17-02

Representative Duties:

As the court executive and chief administrator, the Clerk of Court leads and directs the administrative and operational activities of all court units, including financial management, space and facilities, human resource administration, information technology, policies and procedures, strategic planning, statistical analysis and public relations.

The Clerk of Court works closely with the Chief Judges and has regular interactions with all the judicial officers and court staff in the District. The Clerk of Court has regular communication with the Chief Probation Officer, the Circuit Executive, and other unit executives in the Ninth Circuit and throughout the country. The Clerk of Court also interacts with the Administrative Office of the U.S. Courts, the Federal Judicial Center, Department of Justice and other federal and local agencies. Travel throughout the district is required.

The Clerk of Court duties include:

- Making recommendations to the Judges regarding court policies and procedures.
- Analyzing and implementing statutes, rules and procedures affecting the operations of the court.
- Preparing and managing the annual budget.
- Conducting special studies as directed and preparing decentralized statistical and narrative reports.
- Acting as liaison with various governmental agencies on a variety of matters necessary to court activities such as automation, fiscal and personnel matters.
- Directing the court's financial services functions, including purchasing and accounting.
- Monitoring automation planning and implementation.
- Directing staff responsible for the processing of civil, criminal, and bankruptcy cases, the maintenance of official records, court calendar management, and the management of the case management and electronic filing system.
- Hiring and assigning personnel. Overseeing the design and coordination of training programs; and supporting employee, team and organizational learning and development to assure continued optimum functioning in a changing environment.

Qualifications:

Education:

A bachelor's degree from a college or university of recognized standing is required. Such a degree should have included courses in law, public, business or judicial administration or related fields. A master's degree, relevant post graduate certification or a Juris Doctor (J.D.) is preferred and may be substituted for up to 2 years of professional experience.

Experience:

Candidates must have a minimum of 10 years progressive experience in the area of public and/or court administration. Federal court experience is preferred. This experience should include a general understanding of court operations, the ability to successfully lead with vision, the ability to sustain a high level of organizational excellence, the ability to develop and execute strategic plans, the ability to articulate management priorities, the ability to foster strong and effective working relationships, the ability to integrate current and future technologies and the ability to analyze data. The overall experience must also include a minimum of 5 years progressively responsible supervisory and/or management experience.

DISTRICT OF IDAHO
U.S. District and Bankruptcy Courts for the District of Idaho
Opportunity Announcement 17-02

Benefits:

A generous benefits package is available and includes the following:

- 13 days of paid annual leave per year during the first three years of federal service. Accrual rate increases with additional years of service.
- 13 days of paid sick leave (unlimited accumulation)
- 10 paid holidays
- Health benefits under the Federal Employees' Health Benefits Program (FEHB)
- Life insurance benefits under the Federal Employees' Group Life Insurance Program (FEGLI)
- Flexible Benefits Program
- Federal Employees' Group Long Term Disability Program (FEGGLTD)
- Long Term Care Insurance through the Federal Judiciary or the Office of Personnel Management (OPM)
- Thrift Savings Plan participation (with up to 5% employer matching contributions)
- Relocation cost reimbursement may be available for this position.

Supplemental Statement:

All applicants will need to provide a supplemental statement that addresses the following Knowledge, Skills and Abilities (KSAs) required of the position. Please ensure that your supplemental statement addresses each KSA as a separate item and limit your response to all four KSAs to no more than four typed pages.

- (1) Management Philosophy
- (2) Strategy and approach to developing and sustaining collegial working relationships with court personnel to include staff, senior managers and judges.
- (3) Ability to communicate effectively, both verbally and in writing, to include writing reports and procedural materials in a clear, concise, factual, and understandable manner.
- (4) Experience in administration to include jury administration, information technology, budget, finance, procurement and facilities and internal audits.

Application Process:

Qualified applicants should submit a letter of interest, supplemental statement, current resume and AO-78 application by mail or in person by Friday, April 21, 2017 at 5pm MDT to:

Alex Krone, Human Resources Manager
United States Courts, District of Idaho
550 West Fort St.
Boise, ID 83724

Applicants selected for interview will be asked to provide references. Application forms (AO-78) are available on our website in fillable format at http://www.id.uscourts.gov/clerks/careers/Current_Job_Opportunities.cfm, or at any of our office locations. Please print or type all information. If your application does not provide all information requested, or if your applicant packet is not complete or late, you may lose consideration for this position.

DISTRICT OF IDAHO
U.S. District and Bankruptcy Courts for the District of Idaho
Opportunity Announcement 17-02

The Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Employees of the United States Courts are not included in the government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees.

THE UNITED STATES COURTS FOR THE DISTRICT OF IDAHO
IS AN EQUAL OPPORTUNITY EMPLOYER