

POSITION TITLE: CLERK OF COURT

Court Name	United States District Court District of South Carolina
City	Columbia
State	South Carolina
Court Website	scd.uscourts.gov
Permanent Position	Yes
Job Grade	JSP 16-18
Salary Range	\$133,389 – \$165,300
Closing Date	January 11, 2013

Position Description

The United States District Court for the District of South Carolina is seeking a senior level executive with expertise as an administrator of a large, diverse, and innovative organization to serve as the Clerk of Court. Exceptional communications and interpersonal skills – along with a proven record of leadership and accomplishment – are required, preferably in a court environment.

Position Duties and Responsibilities

The Clerk of Court is appointed by the district judges and has overall management authority and responsibility for the nonjudicial components of the court. The Clerk occupies the highest level, nonjudicial position in the court and works closely with the chief judge in assuring that the administrative and operational needs of the court are effectively and efficiently met. The Clerk provides operational support to 15 U.S. district judges (10 active and 5 senior) and 10 U.S. magistrate judges. The district has 8 courthouses, 4 of which are staffed. The Clerk is also responsible for providing administrative support services in the areas of human resources, systems technology, space, facilities, budget, and court staffing, including the offices of the Clerk. The Clerk serves as the court's liaison and cooperatively works with federal and local government agencies, bar groups, media representatives, and the public. The Clerk serves at the pleasure of the court and is responsible for performing the statutory duties of the Office of the Clerk, pursuant to 28 U.S.C. Section 751. The position becomes available on

June 30, 2013, but employment can commence earlier to allow for an overlap with the retiring Clerk.

The Clerk of Court's responsibilities include, but are not limited to, the following:

(1) work closely with the chief judge in the development and implementation of court administration and policy; (2) provide the administrative and operational infrastructure necessary to efficiently and effectively support the court's judicial officers and achieve the court's mission, including hiring, assigning, and training of personnel and diverse disciplines including information technology, financial management, human resources, and court operations; (3) manage staff responsible for all case management functions, including electronic case filing, docketing, and quality control, archiving of records, statistical reporting and courtroom support; (4) maintain the integrity of official court records in the custody of the court; (5) prepare and manage the annual budget and financial plan of the court; (6) direct and oversee the court's financial judiciary responsibilities with regard to all purchasing, contracting, disbursing, and accounting functions. The Clerk bears personal financial responsibility for court appropriated funds, attorney admission funds, receipts and collections, and ensures proper oversight through the development and implementation of sound, internal control procedures; (7) serve as the certifying officer for the disbursement of funds to meet all district financial obligations; (8) work with other government agencies on facilities management, building projects, communications systems, emergency preparedness and disaster recovery activity; (9) manage the jury operations of the court, including qualifying and summoning jurors; (10) facilitate the court's use of technology and automation; (11) conduct special studies as directed and prepare statistical and narrative reports; (12) serve as the court's public information officer to the public and court users; (13) serve as liaison with the Administrative Office of the U.S. Courts, the General Services Administration, the U.S. Marshals Service, the U.S. Attorney's Office, and any other entities having business or relationships with the court; (14) serve and assist the Bar and the public; (15) create a vision of excellence through strategic planning in an environment of limited and decreasing resources.

Qualifications

To qualify, candidates must have a bachelor's degree in a related field from an accredited college or university. A master's degree in business, management, public or legal administration, or related field is preferred.

General Experience

Candidates must have a minimum of 10 years of progressively responsible administrative experience in public service or the private sector which provides leadership capabilities and a thorough understanding of organizational, procedural, fiscal, and human aspects in managing an organization. At least 3 of the 10 years of experience must have been in a position of substantial management responsibility. Experience in the federal judiciary is preferred; particularly, operational knowledge of the courts and electronic filing as well as a working knowledge of the Federal Rules of Criminal and Civil Procedure and the Court's Local Rules. Candidates must demonstrate the degree of leadership and interpersonal skills necessary to successfully manage a complex organization. Candidates must have the ability to (1) lead with vision; (2) articulate priorities and manage effectively; (3) sustain a high level of organizational excellence through delegation and a fair system of accountability; (4) develop and execute strategic plans; (5) foster strong and effective working relationships; (6) integrate current and future technologies; (7) analyze data; and (8) communicate effectively. A relevant post graduate degree or a Juris Doctor (J.D.) may be substituted for some of the general professional experience required.

Benefits

Benefits include health insurance, life insurance, retirement, medical/dependent care flex plan, paid holidays, and paid leave.

How to Apply

Qualified persons are invited to submit a cover letter and comprehensive résumé of education and employment. Cover letter, résumé, and contact information for three professional references should be sent to Personnel; U.S. District Court; 901 Richland Street; Columbia, SC 29201.

The U.S. District Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without prior written notice or other notice.

The salary for this position will be based upon experience and education in accordance with the Judicial Salary Plan of the U.S. Courts.

This position is a mandatory EFT (Electronic Funds Transfer) participation for payment of net pay; i.e., direct deposit.

The U.S. District Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request.

Verification of employment eligibility according to the Immigration Control and Reform Act of 1986 will be required of all new employees of the U.S. District Court.

The person selected for this position will also be required to submit fingerprints for an FBI background check. The Clerk of Court position is an executive, high-sensitive position within the federal judiciary. Employment will therefore be considered provisional pending the successful completion of a 10-year, full field Office of Personnel Management background investigation. The incumbent will be subject to updated background investigations every five years.

Due to the volume of applications received, the U.S. District Court will only communicate to those individuals who will be interviewed. If you are not notified by us, another candidate within the recruitment was selected.

The U.S. District Court will maintain position opening applications or résumés on file to quantify applicant data for statistical reporting requirements.

If you have any questions regarding this announcement, please contact our Personnel Specialist at 803.253.3300.

The U.S. District Court for the District of South Carolina is an Equal Opportunity Employer.