

Vacancy Announcement # 21-04

Position: Division Manager
Location: Columbia, South Carolina
Salary: CL 28/29 (\$61,988 - \$119,818), with promotion potential to CL30*
Opening date: July 16, 2021
Closing date: Open until filled, preference given to applications received by August 6, 2021.

The United States District Court for the District of South Carolina is presently accepting applications for the position of Division Manager of the Clerk's Office in Columbia, South Carolina. The Division Manager performs a full range of high-level functional duties as well as supervisory duties. The Division Manager is administratively and technically responsible for work accomplished by overseeing the employees in a divisional office. This office provides support to six (6) district judges and two (2) magistrate judges.

As a member of the management team, the Division Manager has overall responsibility for the day-to-day operations of the Columbia Clerk's Office, including case administration, courtroom services, case intake, records management, statistical reporting, quality control, court reporter and interpreter coordination, and jury administration. The Division Manager is also responsible for policy implementation and monitoring, long-range planning, staff training, and development. This position reports to the Chief Deputy of Operations.

Primary Duties

The Division Manager performs duties and carries responsibilities such as the following:

- Performs all duties and responsibilities required of a supervisor for the personnel supervised. Oversees the training and development of employees. Administers personnel matters and deals effectively with employees. Evaluates employee performance. Recommends personnel actions such as: selections, promotions, reassignments, disciplinary actions, and separations; assists with interviewing candidates for position openings. Plans, coordinates, and schedules work operations.
- Maintains open communications with the judicial officers as well as good relationships with chambers staff.
- Makes decisions on controversial work problems presented by subordinates.
- Directs staff to assure that time and performance quality schedules are met.
- Communicates the policies, procedures, and objectives of management to employees to enhance the overall capability/productivity of the total organization. Deals effectively with employees concerning their suggestions, complaints, and other employee related matters.

*Starting pay grade will be determined based on experience and qualifications. The individual chosen for this position may be eligible for future promotion up to the target grade without competition.

- Assures equity among subordinate employees in terms of performance standards, rating techniques of employees and work performed.
- Has significant responsibilities in dealing with other units within and outside the court system.
- Assists in compliance with federal and local rules, as well as special procedures peculiar to the court by reminding attorneys of their procedural responsibilities, including resolving procedural problems.
- Serves as Court Reporter Supervisor.
- Supervises Jury Administrator.
- Prepares statistical reports for the divisional office.
- Assumes all other duties as assigned.

Qualifications

The incumbent must have excellent leadership and human relations skills; the ability to exercise mature judgment; and a thorough knowledge of the concepts, principles, and theories of management. Prospective candidates must have a minimum of 6 years of progressive responsible administrative, technical, professional, supervisory, or managerial experience. Additional qualifications include:

- Strong leadership skills and the ability to effectively coach, develop, direct, and manage a skilled, service-oriented team
- Proven ability to assume and delegate responsibility
- Proven ability to work effectively with judges and chambers staff, management, the public, and the Bar
- Proven ability to communicate clearly, both verbally and in writing with all levels within the organization and other agencies
- Knowledge and ability to organize, oversee, and complete projects
- Knowledge of legal terminology and processes
- Detail oriented and organized
- Present a professional demeanor
- Thorough knowledge and ability in all Microsoft Office applications

Court Preferred Qualifications:

- A bachelor's degree or advanced degree from an accredited college or university
- Recent experience in a legal environment
- Federal Court knowledge
- Experience in a CM/ECF environment

Benefits

The United States District Court is part of the Judicial Branch of the United States Government. Court employees are entitled to the same benefits as other federal employees. These benefits include:

- 11 paid holidays per year;
- Paid annual leave in the amount of 13 days per year for the first three years of employment; 20 days after three years; and 26 days after fifteen years of federal service;
- Paid sick leave in the amount of 13 days per year;
- Mandatory participation in the Federal Employees Retirement Program and Social Security Retirement Program;
- Optional participation in the Thrift Savings Plan (TSP);
- Optional participation in the Federal Employees Health Benefits (FEHB), Federal Employee Group Life Insurance (FEGLI), Federal Employees Dental and Vision Plans (FEDVIP), and the Judiciary's Flexible Spending Programs;
- Optional participation in the Judiciary's Long Term Care Insurance Program.

The following link is provided for additional information regarding benefits:

<https://www.uscourts.gov/careers/benefits>

Conditions of Employment

Employees must be United States citizens or lawful permanent residents currently seeking citizenship or intending to become a citizen after meeting the eligibility requirements as outlined in Title 8 U.S.C. § 1324b(a)(3)(B).

Employees are required to adhere to the *Code of Conduct for Judicial Employees*, which is available to applicants to review upon request.

Employees of the United States District Court are excepted service appointments. Excepted service appointments are “at will” and can be terminated with or without cause by the Court.

Employees in this highly sensitive position will be hired provisionally pending the successful completion of a ten-year, full field Office of Personnel Management (OPM) background investigation and favorable suitability determination. Investigative updates are required every five years. Unsatisfactory results may result in termination of employment.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

Application Procedure

Interested applicants must submit five (5) items in one (1) PDF document: a cover letter, resume, the Application for Federal Employment (AO-78) – a link to the form is provided here <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>, a list of three professional references, and a narrative statement addressing each of the following:

- Your management style or philosophy;
- Your management experience; and
- Your approach for motivating employees to achieve excellence.

Position is open until filled. Priority consideration will be given to applications received by **Friday, August 6, 2021**. Submit via email to personnel@scd.uscourts.gov. Hard copies and faxed copies of applications will not be accepted.

Only applicants selected for an interview will be notified. Unsuccessful applicants will not receive notice.

The 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 may occur without any prior written or other notice.

The United States District Court is an Equal Opportunity Employer