

# UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT



## POSITION VACANCY ANNOUNCEMENT

<b><u>Vacancy #:</u></b>	CAFC-23-03
<b><u>Posting Dates:</u></b>	Open until filled: First consideration given to applications received by March 30, 2023
<b><u>Position Title:</u></b>	Chief Deputy Clerk (Type II - Clerk's Office)
<b><u>Grade/Salary:</u></b>	JSP 15 – JSP 17 (\$155,700 – \$195,000) Salary in accordance with recruitment and promotion rules
<b><u>Position Location:</u></b>	U.S. Court of Appeals for the Federal Circuit 717 Madison Place NW, Washington, DC 20439

### **About the Court**

The United States Court of Appeals for the Federal Circuit (CAFC) is unique among the thirteen Circuit Courts of Appeal. It has nationwide jurisdiction in a variety of subject areas, including international trade, government contracts, patents, trademarks, certain money claims against the United States government, federal personnel, veterans' benefits, and public safety officers' benefits claims. Unlike other courts of appeals, the CAFC is administratively headed by a combined Circuit Executive and Clerk of Court ("Clerk of Court") who performs both roles. For additional information about our court please [click here](#).

### **Position Overview**

The Chief Deputy Clerk serves as the senior-level manager over the Clerk's Office operations and staff and is responsible to the Clerk of Court for the administration and supervision of the Clerk's Office. In this capacity, the Chief Deputy Clerk directs the overall management and planning of the Clerk's Office, advises the Clerk of Court concerning court operations, and collaborates with the Federal Circuit's other business units as needed to complete the responsibilities of the Clerk's Office. Additionally, the Chief Deputy Clerk, on behalf of the Clerk of Court, oversees quality management functions and planning for the court and its operations. The Chief Deputy Clerk reports directly to the Clerk of Court and assumes these duties in the absence of the Clerk of Court.

Responsibilities of the Chief Deputy Clerk may include but not limited to:

- Executive Leadership and Management
  - Develop, implement, and continually improve administrative and managerial techniques, systems, methods, programs, and procedures regarding the case processing and administrative services performed by the Clerk's Office, and with the assistance of the managerial staff and the subordinate supervisory staff, effectuate the policies and priorities of the office as established by the Clerk of Court.
  - Serve in an advisory capacity to the Chief Judge and Clerk of Court concerning policy matters affecting Clerk's Office operations and informs the Clerk of Court of the status of current operations and the effectiveness of present office practices, suggesting

improvements where necessary.

- Coordinate all aspects of case management and processing activity for the court and exercise direct supervision over the management who head the organizational units within the Clerk's Office.
  - Oversee the receipt, handling, preparation, maintenance, storage, and control of all official and quasi-official records and material received in, created by, or processed through the Clerk's Office.
  - Oversee the general working conditions of the office, including the use of equipment, furniture, and physical layout of the office.
  - Manage the financial aspects of the office, including the collection of and accounting for all fees for appropriated and non-appropriated funds.
  - Account for all expenditures and assure that expenditures are within established budgetary limits.
  - Monitor the process that provides for authorization, purchase, receipt, and payment for supplies, services, and equipment used by the office.
  - Direct the creation, preparation, analysis, and submission of statistical data and other management information that reflects the workload of the court and the Clerk's Office and that monitors the progression of cases through the court.
  - Coordinate the implementation of an effective personnel management system, including staffing, recruitment, selection, training, promotion, discipline, evaluation, and compensation of Clerk's Office employees.
  - Develop and supervise the guidelines by which the Federal Rules of Appellate Procedure and local rules are applied in cases filed with the court.
  - Ensure the accuracy of information disseminated by the office; support the circuit's public information officer; and assist the Clerk of Court as the representative of the court to the media, other courts and judicial offices, federal agencies, lawyers, litigants, and the public at large.
  - Act for the Clerk of Court, in the Clerk's absence or direction, and perform other delegated responsibilities as required.
- Planning and Development
    - Develop organizational goals and objectives, including the establishment and adjustment of long-range schedules, priorities, and deadlines for completion of work assignments.
    - Assist the Clerk of Court in establishing policy.
    - Establish operating guidelines and procedures to implement established policy.
    - Study continuing problems in the quantity and quality of work and take or recommend necessary corrective and preventive actions.
    - Assign and explain work requirements to subordinate levels of supervision for new or changed programs, functions, goals, and processes.
    - Manage the budgetary cycle of the office, continually assessing the needs of the office considering established goals and objectives, and aid in the preparation of the budgetary request for the court.
    - Manage the introduction and integration of technology into the office.
    - Work with the Federal Judicial Center and the Administrative Office in the development of programs applying to the office.

- Quality and Risk Management
  - Oversee the court's quality management unit, including establishing necessary service standards (in consultation with applicable functional managers) and developing and implementing the court's quality management systems to ensure that standards and stakeholder requirements are met.
  - Oversee the development, implementation, and management of the Clerk's Office risk management, continuity of operations, and business continuity programs, in consultation with the Circuit Executive's Office.
  - Provide essential function coverage, after-hours, emergency, and continuity of operations duties.

### **Required Qualifications**

- Candidates must possess at a minimum, a bachelor's degree from an accredited college or university. An undergraduate or graduate degree in business, public administration, government, or a related field that would prepare a candidate well to perform in this position is preferred.
- Candidates must have a minimum of six (6) years of progressively responsible administrative experience that provided a general understanding 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 (3) of the six (6) years of experience must have been specialized experience in supervisory or managerial professional work that provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of management.

### **Preferred Qualifications**

- Completion of a postgraduate degree such as a Juris Doctor (JD), Master of Public Administration (MPA), Master of Business Administration (MBA), or related field.
- Completion of a court executive certification from the National Center for State Courts or other relevant professional certification.
- Prior management experience at a federal or state court.
- Prior experience engaging in or leading process improvement efforts.

### **Required Competencies**

Candidates must demonstrate the degree of leadership and interpersonal skills necessary to successfully manage and motivate a diverse and complex organization; a performance history that demonstrates the ability to lead with vision, articulate priorities, and develop staff; skill in anticipating and overcoming operational and personnel conflicts to sustain a high level of organizational excellence; skill in process management and improvement; the ability to understand technology changes and assimilate processes; the demonstrated ability to foster strong and effective interorganizational relationships; skill in managing a budget; and a proven history of mentoring teams to meet and exceed professional goals.

### **Application Process and Information**

To be considered, application packages must include:

1. Cover letter of no more than three pages, wherein applicants describe (1) their management philosophy and approach and (2) their knowledge, skills, abilities, and or experience that would make them well qualified to fill this position. Applicants should specifically address their experience as to the core areas of this position: executive leadership and management, planning and development, and risk and quality management.
2. Résumé outlining educational background, employment history, and other relevant information.
3. Completion of the online AO-78, Federal Judicial Branch Application for Employment.
4. Completion of an online aptitude test and personality test.

Once you have the cover letter and résumé files (items 1 and 2 above) readily accessible in PDF format, follow the below link to submit your files and complete the online AO-78 and online tests (items 3 and 4 above): <https://www.ondemandassessment.com/link/index/JB-LT1EWZH26?u=1094091>.

Applicants who require an exception to the online application may contact Human Resources to request an alternate method using the following email: [hr@cafc.uscourts.gov](mailto:hr@cafc.uscourts.gov). Applications submitted to this email address will not be reviewed.

### **Benefits Information**

The candidate selected for this position will be eligible for a generous federal employee benefits package which includes:

- Paid vacation and sick leave, paid parental leave, and 11 paid federal holidays per year.
- Optional participation in Federal Employees Health Benefits plans (health, dental and vision); Federal Employees Group Life Insurance; Flexible Benefits Program; Long-Term Care Insurance.
- Public transportation subsidy, on-site fitness center, Employee Assistance Program (EAP).
- Participation in the Federal Employees Retirement System (FERS). Optional participation in Thrift Savings Plan (up to 5% employer matched contributions).
- Public Service Loan Forgiveness program pursuant to the term of the ([PSLF](#)) program.

### **Additional Information**

Only those applicants selected for an interview will be contacted and must travel at their own expense; except that reimbursement for travel may be available during the final stages of the interview process. Reimbursement for relocation is not available.

The incumbent will report to downtown Washington, DC; however, telework may be available on an ad hoc basis. Occasional travel will be required.

Employees of the United States Court of Appeals for the Federal Circuit are excepted service appointments. Federal government civil service classifications or regulations do not apply. All offers of employment are provisional pending successful completion of a background check or investigation and a favorable employment suitability determination. This position is subject to Electronic Funds Transfer (EFT) for payroll deposit.

Must be a U.S. citizen or eligible to work in the United States. Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). Under 8 U.S.C. § 1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.

The court reserves the right to modify the conditions of this announcement, commence interviews immediately, withdraw the announcement, or fill the position at any time with or without notice.