



## POSITION ANNOUNCEMENT

### UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF ALABAMA

#### INTERNAL POSTING WITHIN THE FEDERAL JUDICIARY

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**Position Title:** Clerk of Court and Building Manager  
**Grade Range:** JSP 17  
**Salary Range:** \$177,618 – \$205,936  
**Location:** Birmingham, Alabama  
**Opening Date:** September 28, 2022  
**Closing Date:** OPEN UNTIL FILLED

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#### **Position Overview:**

The United States District Court for the Northern District of Alabama is seeking a senior level executive to serve as the Clerk of Court and District Court Executive. The DCE/Clerk of Court is appointed by the District Judges of the Court and serves at the pleasure of the Court. The Clerk and DCE has overall management authority and responsibility for the non-judicial components of the Court. The DCE/Clerk is also responsible for the upkeep and operations of the only delegated Courthouse in the nation.

#### **Responsibilities:**

With the assistance of approximately sixty-four Clerk's Office employees and court support staff, the Clerk of Court/DCE provides operational support to Court's eight active Article III Judges, three senior Article III Judges, and five Magistrate Judges located in Birmingham, Tuscaloosa, Huntsville, and Anniston.

As the certifying officer for the Court, the DCE/ Clerk is responsible for the efficient use of the Court's human, fiscal, and physical resources, and manages the administrative, budgetary, financial and operational activities of the Clerk's Office to ensure that its statutory duties are properly discharged. The Clerk manages the budgets for the district court and a separate delegation budget for operational expenses of the physical courthouse and grounds. To facilitate and improve the delivery of court services, the Clerk communicates regularly with the district and magistrate judges; Clerk's Office staff; the Probation Office; the Bankruptcy Office; the Court of Appeals for the Eleventh Circuit; other federal courts; the Administrative Office of the United States Courts; the General Services Administration; other court executive units; federal, state, and local law enforcement

agencies; the District's United States Attorney, the Federal Public Defender; the Federal Judicial Center; bar associations; government agencies; vendors and the public. The Clerk performs a variety of duties and provides a wide range of services, which include, but are not limited to the following:

- Directing staff responsible for the processing of civil and criminal cases (records management, docketing, quality control, case management, issuance of process, and the maintenance of official records in the custody of the court);
- Directing the management of the jury operations of the court and making recommendations as required to improve juror utilization;
- Directing and overseeing the preparation of an annual budget plan and submitting the annual budget to the Budget Committee for approval; managing and monitoring the budget on an ongoing basis throughout the fiscal year;
- Overseeing/Managing staff responsible for Human Resources and the hiring, assigning, managing, and disciplining of personnel; and designing and managing training programs;
- Directing staff responsible for the court's financial functions, including receipt and disbursement of payments made to and by the Court, handling of U.S. Treasury checks, procurement of goods and services, juror payments, and budget execution;
- Directing an IT staff responsible for the Court's information technology (IT) systems and processes; developing IT policy and strategies in compliance with national judiciary requirements for internal and external systems, including several fully automated courtrooms; and overseeing IT infrastructure, network administration, IT security, voice, data and evidence presentation systems, mission-critical databases, and judiciary-specific applications for the District Court;
- Preparing/Overseeing long and short-term plans for space and facilities management for five courthouse buildings located in Northern Alabama and working closely with General Services Administration (GSA) on repairs and implementations when required;
- Providing and/or supervising the preparation of statistical analysis and narrative reports requested by the Court;

- Overseeing the implementation of the Court's Criminal Justice Act Plan;
- Coordinating statistical studies and reports as required by the Court, the Circuit, and the Administrative Office of the U.S. Courts;
- Directing the development and administration of comprehensive emergency preparedness plans;
- Working with members of the bar, the public, and government agencies on a variety of issues related to the delivery of court services;
- Serving as the Court's Public Information Officer; overseeing public ceremonies and educational events, such as investitures, naturalization ceremonies, retreats, and other special events hosted by the Court; and
- Performing other duties as assigned.

**Qualifications:** This position requires a minimum of 10 years of progressively responsible administrative experience in public service or business which provides a thorough understanding of organizational, procedural, and human aspects in managing an organization. At least three of the 10 years' experience must have been in a position of substantial management responsibility. Such experience should include operational knowledge of the courts, docketing, financial management, jury management, oversight of information technology, and long and short-range planning. A bachelor's degree from an accredited college or university is required; management experience within the federal judiciary is preferred. A degree from an accredited law school may be considered as qualifying for two additional years of the required experience. Applicants will be screened for these qualifications, and the best qualified applicants may be invited for a personal interview.

**Background check:** This position is a highly sensitive position within the federal judiciary. As a condition of employment, the selected candidate must successfully complete a background check with law enforcement agencies and a check of financial and credit records. All offers of employment are provisional pending the successful completion of a ten-year background investigation. The incumbent will be subject to updated background investigations every five years.

**Benefits:** Employees of the United States District Court are not included in the government's Civil Service classification. They are, however, entitled to similar

benefits as other Federal employees, including:

- Eleven paid holidays per year.
- Accrual of paid vacation and sick leave days, based on length of service
- Participation in pre-tax benefit programs (health, dental, and vision insurance programs, flexible spending accounts).
- Choice of federal health, vision, dental and life insurance plans.
- Optional long-term care and group life insurance
- Participation in the Federal Employees Retirement System
- Thrift Savings Plan (similar to a 401(k)) with employer matching a percentage of employee's contribution.

**Miscellaneous:** This is an executive level position within the Judiciary. Excepted service appointments are “at-will” employees who serve at the pleasure of the Court and can be terminated by the Court with or without cause. The successful applicant will be placed on a six-month probationary period.

Candidates must meet citizenship requirements for employment by the United States Courts.

This position is subject to mandatory direct deposit of net pay.

The United States District Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement and/or fill the position without prior notice. Only one position will be filled from this announcement.

### **How to Apply:**

Qualified applicants must provide the following:

1. A cover letter;
2. A detailed resume which includes at least three professional references;
3. A completed Application for Judicial Employment, form AO 78 (available at [www.alnd.uscourts.gov](http://www.alnd.uscourts.gov) by clicking the “Employment” link under the “Clerk’s Office” tab on the homepage); and
4. A narrative statement describing: (a) your abilities and work experiences that exemplify your oral and written skills, and (b) your experience managing multiple priorities and a high volume of work. The narrative statement should be separate from the resume and cover letter, include a concise description of demonstrated experience that is

directly related to the duties and responsibilities for this position, and be no more than one page in length.

**Note: Incomplete application packets will not be considered.**

Completed application packages may be emailed in a single PDF to [personnel@alnd.uscourts.gov](mailto:personnel@alnd.uscourts.gov). Please include job title in the subject line of your email **AND** mail a hard copy application packet to:

Human Resources  
Re: Clerk of Court  
U.S. District Court  
1729 5<sup>th</sup> Avenue North  
Birmingham, AL 35203

The most highly qualified candidates will be referred for further consideration and possible interview. Only applicants who are selected for interviews will be contacted by the Court.

**EQUAL OPPORTUNITY EMPLOYER**