



# United States Courts District of Montana

## Vacancy Announcement 01C:2017

<b>Position Title:</b>	Deputy in Charge
<b>Duty Station:</b>	Billings, Montana
<b>Salary Grade*:</b>	CL27-28-29, depending on experience \$47,390 – \$109,801
<b>Announcement Date:</b>	August 8, 2016
<b>Anticipated Start Date:</b>	November 14, 2016
<b>Application Deadline:</b>	Preference given to applications received by September 2, 2016

\*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.

### **Summary and Representative Duties:**

The Deputy in Charge (DIC) will perform supervisory work related to the full range of court operations for the Billings office of the consolidated clerk's office of the U.S. District and Bankruptcy Courts for the District of Montana. The incumbent will be the first-line supervisor for approximately six staff, and oversee multiple areas of court operations, including case administration, jury administration, records and mail management, financial administration, courtroom support, and judicial support. The Billings Clerk's office provides support to one Article III Judge and one Magistrate Judge.

Please see the attached job description for a full list of representative duties and required competencies.

### **Employment Requirements:**

**Minimum requirements:** High school diploma (or equivalent) and four years of progressively responsible operational or administrative work experience.

**Preference** will be given to applicants with a bachelor's degree, knowledge of federal judiciary processes and systems, and supervisory or project management experience.

Applicants must be citizens of the United States or be eligible to work in the United States. Employees are required to use Electronic Fund Transfer for payroll (direct deposit). The Court requires that employees adhere to the *Judicial Code of Conduct*. Employees of the United States Courts are considered "at will" employees, and are not covered by the Office of Personnel Management's civil service classification system or regulations.

**Information for Applicants:**

To be considered for this position, applicants must submit the following information:

- 1) Cover letter, summarizing your qualifications, skills, and abilities relevant to this position;
- 2) Current resume;
- 3) Names and contact information for three (3) professional references;
- 4) Form AO-78, Application for Judicial Branch Employment - available at <http://www.mtd.uscourts.gov/employment>

Note: the last page of the AO-78 requires a conventional signature.

- 5) Most recent SF50 (current or past federal employees only)

Applications will not be considered complete until all of the items listed above have been received; incomplete applications will not be considered. To ensure consideration applications must be received by **September 2, 2016**, and should be submitted in one of the following ways (no duplicate submissions, please):

**Email (preferred):** Subject line: USC Application (last name)  
Submit documents as PDF attachments ONLY to:  
sharon\_hardwick@mtd.uscourts.gov

**U.S. Mail:** Sharon Hardwick, Human Resources  
U.S. District Court  
901 Front Street, Suite 2100  
Helena, MT 59626

**Fax:** Include cover sheet (Attn: Human Resources) and number of pages  
406-441-1357

Applicants will receive an email confirmation of receipt of their application. Due to the expected volume of applications any further communication will be limited to those individuals contacted for screening and interviews. Applicants selected for interviews must travel at their own expense and relocation expenses are not authorized. The Court reserves the right to amend or withdraw this announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Clerk may elect to select a candidate from the original qualified applicant pool.

**Benefits:**

Judiciary employees are automatically enrolled in the Federal Employees Retirement System, earn annual and sick leave, and have ten paid holidays per year. Other optional benefits include the Thrift Savings Plan (similar to a 401k), and health, dental, vision, and life insurance plans. Additional information regarding the U.S. Courts, the Judicial Code of Conduct, and federal benefits can be located at [www.uscourts.gov](http://www.uscourts.gov).

The Administrative Office of the United States Courts is an Equal Opportunity Employer.

**U.S. District/Bankruptcy Court  
District of Montana**

<b>Job Title / CL</b>	Deputy in Charge	CL-27/28/29**
<b>Occupational Group</b>	Court Operations: CTOP01, Supervisor	
<b>Date</b>	April, 2016	

**Job Summary**

The Deputy in Charge performs supervisory work related to the full range of court operations in a divisional office of the consolidated clerk's office of the U.S. District and Bankruptcy Courts for the District of Montana. The incumbent serves as a first-line supervisor over multiple areas of court operations, including case administration, jury administration, records/mail management, financial administration, courtroom support, and judicial support. The Deputy in Charge primarily directs staff and ensures compliance with the appropriate guidelines, policies, local rules, and internal controls.

**Representative Duties**

- Supervise employees involved in operational activities (courtroom deputies/case managers), including assigning and reviewing work, and preparing and conducting employee performance evaluations. Assist in developing work standards. Supervise, delegate, and prioritize workload. Implement staff procedures and conduct staff meetings. Identify problems and resolve disputes. Maintain accurate documentation, statistics and employee records. Train staff on policies, procedures, and internal controls. Make recommendations regarding employee appointments, promotions, and separations.
- Provide leadership in the divisional office and act as liaison between the clerk's office, the bar, the trustees, and judges to ensure that cases proceed correctly, smoothly and efficiently. Coordinate the work of the office with other government agencies, including the U.S. Attorneys, U.S. Trustee, U.S. Marshals, U.S. Probation and Pretrial Services, and Federal Defender.
- Oversee all functional components of the divisional clerk's office, including intake, docketing, records, appeals, jury, finance, and chambers support. Oversee proper assignment of case numbers and assignment of cases to judges. Oversee receipt and review of incoming documents for conformity with federal and local rules. Monitor daily case data processing and data quality control activities, including case opening and closing. Arrange for or provide CM/ECF employee training. Assist attorneys and their staff with electronic case and document filing, and provide guidance on procedural matters. Oversee records and mail management activities.
- Provide on-site monitoring for space and facilities project work at divisional offices. Assess, document, and report any project problems. Attend or participate in project or construction meetings. Monitor, coordinate, and react to day-to-day facilities management issues, which may involve structures, building, systems, technology, grounds, and security. Participate in person, or by designee, in safety committee/building committee meetings.
- Coordinate with the court's finance department regarding maintenance, supervision, and accountability for all on-site financial functions. Supervise receipt, reconciliation, and deposit of funds, control of vault access and contents, custodial responsibility for divisional office financial records, supervision of the issuance of receipt stock, and the review of mail logs.
- Develop, implement, and monitor operational, administrative, and managerial procedures,

practices, systems, and techniques, including those governing trial schedules. Monitor and oversee records maintenance, storage and control, release and certification of official records, management of physical resources, and space layout. Monitor the local jury and juror processing procedures and administration, and consult with the district jury administrator as needed. Monitor compliance with standards and internal control procedures.

- Participate as a member of the management team in the formulation, implementation, and assessment of district-wide practices, policies, and procedures. Assist in defining and creating long- and short-term goals regarding the efficient functioning of the divisional office and implementing and monitoring strategic plans for the accomplishment of goals. Participate and/or lead committees and working groups.
- Participate in the recruitment and selection of new staff. Oversee and provide new employee orientation and training. Mentor new employees to ensure successful acclimation to the Judiciary and job responsibilities. Provide ongoing training to all staff.
- Maintain open communication and cooperative working relationships with administrative departments, including IT, finance, human resources, and facilities.
- Work closely with other court management in the coordination of courtroom deputies, case management, court reporter scheduling, court interpreter scheduling, and staffing to ensure appropriate coverage.
- Assist subordinates with day-to-day responsibilities, including case management, courtroom deputy work, docketing and jury.
- Communicate and respond to management requests regarding operations. Answer procedural questions for judges, staff, and the public. Provide customer service and resolve difficulties while complying with regulations, rules, and procedures. Abide by the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Demonstrate sound ethics and good judgment at all times. Handle confidential and sensitive information appropriately.

### **Competencies (Knowledge, Skills and Abilities)**

- Demonstrate knowledge of federal and local rules and court operational procedures. Exhibit knowledge of statistical reporting requirements. Understand all aspects of case administration processes. Display knowledge of process redesign and exhibit skill in evaluating and implementing potential process improvements. Display skill in leading a team of employees in implementing new ideas and better work procedures.
- Display knowledge of local and national financial, budget, and audit procedures. Demonstrate knowledge of financial reporting, procurement processes, records management, and financial transactions as applicable to a divisional office. Exhibit knowledge of Chapter 13, Finance and Budget, of the *Guide to Judiciary Policy*. Display knowledge of procurement processes and procedures as they relate to the federal judiciary.
- Demonstrate knowledge of national and local jury statutes, policies, and procedures. Display the ability to be flexible and adapt to the unanticipated needs and problems of potential jurors. Demonstrate knowledge and understanding of courtroom proceedings and applicable requirements, including time requirements. Demonstrate knowledge of how cases are assigned and proceed through the court system. Demonstrate knowledge of implications of judge's orders and decisions. Display knowledge of judge's preferences.
- Display knowledge of the *Internal Controls Handbook for the Federal Courts* and the *Management Oversight and Stewardship Handbook*. Display knowledge of and experience with Administrative Office audit policies, procedures, and standards and knowledge of audit principles.
- Display the ability to effectively represent the divisional office among work groups and between the court and external organizations. Demonstrate proficiency in problem solving,

trouble shooting, and identifying alternative solutions. Display the ability to make timely and effective decisions.

- Apply knowledge of supervisory and employee management principles. Display performance management skills through assessing and documenting employees' performance against established goals and objectives within a specific rating period. Display an understanding of applicable employee rights, protections, and avenues of appeal. Use mediation and problem solving skills when managing conflicts in the workplace.
- Demonstrate skill in the use of automated equipment, including word processing, email, and spreadsheet applications, requisite court computer programs, automated case management systems, financial, records management, jury, and other related databases and applications.

### **Environmental/Physical Requirements**

Work is performed primarily in an office setting. Travel within the district and out of state to attend meetings and training is required. Must be able to sit, stand and walk 8 hours per day. The ability to work from a keyboard and computer monitor(s) 6-8 hours per day is required.

\*\* Classification level (CL) to be assigned by the court based on established rules for classifying supervisory/managerial positions. See the *Human Resources Manual*, Section 2, Chapter 2.5 Classifying Supervisory/Managerial Positions.