



UNITED STATES COURTS DISTRICT OF MONTANA

VACANCY ANNOUNCEMENT # 05D:2021

**James F. Battin Federal
Courthouse
Billings, MT**



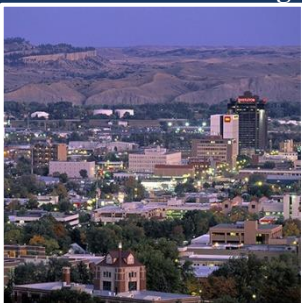
**Missouri River Federal
Courthouse
Great Falls, MT**



**Russell E. Smith Courthouse
Missoula, MT**



**The largest city in Montana,
Billings has twice graced the
Best Places to Live Index and
is known for its booming oil
industry, growing medical
sector, spectacular attractions
and affordable housing.**



POSITION: Chief Deputy Clerk (Type II)
DATE OPEN: June 7, 2021
CLOSING DATE: June 25, 2021 for priority consideration; open until filled
APPOINTMENT DATE: February 1, 2022
DUTY STATION: Billings, Great Falls, or Missoula, MT
SALARY RANGE: JSP 14 to JSP 16, depending on experience*
\$108,885 - \$183,300

*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.

The Consolidated Clerk's Office of the United States District and Bankruptcy Courts is a professional organization dedicated to providing exceptional service to the court, members of the legal community, and the general public. We are seeking applicants for a full-time chief deputy clerk (Type II).

The chief deputy clerk (Type II) is an executive-level management position reporting to the clerk of court. The chief deputy's primary role is to assist the clerk with the operational and administrative management of the clerk's office.

Representative Duties:

- Oversee the Department of Administrative Services, which provides administrative support to all court units in the District of Montana.
- Assist in overseeing the operational business of the district and bankruptcy courts, including the processing of cases, statistical reporting, case management, and records management.
- Provide leadership, management, and direct supervision within assigned functional areas. Mentor and develop staff to maximize potential and encourage continuous growth.
- Analyze and interpret trends, statistics, and patterns to help the court anticipate challenges and opportunities for growth and change.
- Propose, develop, communicate, and evaluate policies and procedures to enhance the productivity and effectiveness of the court.
- Develop and maintain effective working relationships with judges, unit executives, staff, the Administrative Office, the Federal Judicial Center, other courts, the bar, government agencies, and the public.
- Staff and participate in court committees and working groups.
- Prepare comprehensive memoranda, reports, and correspondence.
- Draft administrative/general orders and evaluate and propose procedures and local rules as required.

Great Falls has over 40 miles of River Edge Trail along the scenic Missouri River.



Rockies of Montana, surrounded by seven wilderness areas and at the confluence of three rivers, Missoula is an outdoor enthusiast's dream.



Hiking, rock climbing, fishing, bicycle riding, cross country and downhill skiing, horseback riding, kayaking, rafting, and golfing are some of the popular outdoor activities in Montana.



- May lead or serve on court committees and working groups as well as national committees.
- Assist with the development, implementation, and enforcement of Court policies and practices.
- In conjunction with the clerk and the management team, establish and adjust long range goals, schedules, priorities, activities, and deadlines for completion of work assignments.
- Coordinate and participate in management team activities and lead meetings.
- Work with the consolidated IT department to determine present and future needs, anticipating trends in emerging technologies. Assist in developing long and short-term plans synthesizing court needs with available technology and maximizing efficiency through improvements to existing systems.
- Assist with the budget process. Serve as certifying officer for payments. Assist with internal and cyclical audits and ensures that any audit issues or findings are addressed and adequately documented.
- Assist with the development of the Internal Control Manual and ensure compliance.
- Actively participate in the development of the strategic plan; oversee the accomplishment of court-wide goals and objectives related to the plan.
- Complete complex projects and perform other duties as assigned by the clerk.
- Assume the duties of the clerk of court in his or her absence.

Qualifications:

A bachelor's degree or higher from an accredited four-year college or university (preferably with a degree in public administration, business administration, criminal justice or a related field) is preferred. The successful candidate will have a performance history demonstrating strong organizational and problem-solving skills, the ability to exercise sound judgment, and a strong work ethic.

A minimum of three years of general experience and three years of specialized experience is required as indicated below:

General Experience: A minimum of three years of progressively responsible administrative, professional, investigative, technical or other responsible work which provided an opportunity to gain (a) a general knowledge of management practices and administrative processes, (b) skill in dealing with others in person-to-person work relationships and (c) the ability to exercise mature judgment.

Specialized Experience: A minimum of three years of progressively responsible experience in administrative, supervisory, managerial and professional positions which required an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies and theories of management, preferably in judicial administration or operations in a federal or state court. Completion of a master's degree or two years of graduate study (60 semester or 90 quarter hours) in an accredited university in business or public administration, political science, criminal justice, law, management, or related fields – or completion of a Juris Doctor degree – may be substituted for two years of specialized experience.

Highly preferred qualifications include knowledge of and progressively responsible experience in court or legal management, most importantly in court operations, with additional expertise in information technology, space and facilities, human resources, finance, budget and/or procurement. Experience in the federal court environment is advantageous, particularly when combined with a working knowledge of Microsoft Office, CM/ECF and JIFMS. Experience in a legal field which required knowledge,

Montana is home to Glacier National Park and Yellowstone National Park.



interpretation, and application of Federal Rules of Civil and Criminal Procedure and/or federal statutes is highly desired. Demonstrated excellence in written and oral communications and strong interpersonal and analytical skills are essential. The successful candidate must possess strong leadership qualities and initiative, as well as be able to manage change and articulate management priorities. An ability to identify and resolve problems, work effectively with both individuals and teams, and interact courteously and professionally with high-level officials is also essential. The person selected will be required to balance the demands of varying workload responsibilities and time sensitive deadlines

Conditions of Employment:

As a condition of employment, the selected candidate must successfully complete a ten-year background investigation and every five years thereafter will be subject to an updated investigation similar to the initial one. Any position offer will be considered provisional until a full suitability determination can be made.

Applicants must be United States citizens or eligible to work in the United States. All application information is subject to verification. 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. Court employees are required to adhere to the [Code of Conduct for Federal Judicial Employees](#). This position is subject to mandatory electronic funds transfer for payroll direct deposit.

Benefits:

Although federal government civil service classifications/regulations do not apply, court employees are entitled to similar benefits as other federal government employees. These benefits include participation in the Federal Employees’ Retirement System (FERS), a three-tier system which includes the Social Security Retirement Program, a basic pension benefit and the Thrift Savings Plan (similar to a 401k plan with employer matching contributions), as well as Federal Employees’ Health, Dental and Vision Benefits, Federal Employees’ Group Life Insurance and Long-Term Care Programs, Flexible Benefits Program, paid holidays and annual/sick leave accrual. See the United States Courts website for an overview of [Federal Judiciary benefits](#).

Application Procedure:

Qualified applicants should apply via our online application portal. Listed below are the pdf formatted documents required to apply:

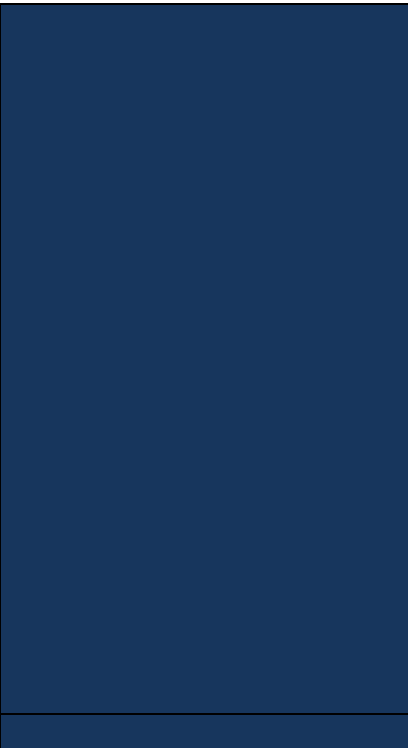
- A letter of interest and narrative statement that addresses qualifications, relevant operational and administrative management experience, as well as management style and philosophy. Please include a statement of preference for duty station in either Billings, Great Falls or Missoula (no more than three pages in length);
- A current resume;
- A completed application for judicial branch employment, [Form AO-78](#). (Note: the last page of the AO-78 requires a conventional signature)
- A list of at three professional references with current contact information.

Online Application Portal:

<https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=p4ezazbn&pos=05D2021>

Please contact Susie Johnston if you require accommodations to apply for this position. (Susanne.Johnston@mtd.uscourts.gov or 406-542-7113.)

Selection Process:



Due to the anticipated volume of applications, the court will acknowledge the receipt of application materials submitted via the application portal. Further communication will only be with those qualified applicants who are invited to interview. Interview expenses will not be reimbursed during the initial round of interviews. Relocation assistance may be provided to the selected candidate, depending on the individual situation, and will be negotiated during the selection process.

The U.S. Courts for the District of Montana reserve the right to modify or withdraw this vacancy announcement or to fill the position any time before the closing date, either of which may occur without prior written or other notice. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the clerk of court may choose to select a candidate from the original qualified applicant pool.

The United States Courts are an Equal Opportunity Employer.