



UNITED STATES DISTRICT COURT DISTRICT OF MONTANA

VACANCY ANNOUNCEMENT # 06D:2021

Russell E. Smith Courthouse Missoula, MT



James F. Battin Federal Courthouse Billings, MT



Missouri River Federal Courthouse Great Falls, MT



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.

POSITION: District Operations Manager

DATE OPEN: July 13, 2021

CLOSING DATE: Open until filled with priority given to applications received by July 27, 2021

APPOINTMENT DATE: Flexible

DUTY STATION: Billings, Great Falls or Missoula, MT

SALARY RANGE: CL 29-30, depending on experience*
\$73,693 - \$141,569

* 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:

- Manage, develop, and mentor staff involved in court operational activities, including assigning, and reviewing work, and evaluating performance. Establish work procedures, conduct staff meetings, provide information, and delegate work fairly and consistently.
- Manage court operations through coordinating and communicating office procedures with supervisors, unit executive, chief deputy, judges, chambers, and clerk's office staff. Develop and implement operational policies, procedures, and quality control techniques. Organize work processes to optimize the use of time and resources, ensuring results meet expectations. Ensure coverage through effective delegation of authority. Develop short-term and long-range workforce plans.
- Work collaboratively with the management team regarding operations district-wide. Provide advice on complex matters to staff, supervisors, managers, unit executive, chief deputy, and judges.
- Comply with the *Guide to Judiciary Policy*, the District of Montana Employee Manual, and other Administrative Office and court policies and practices.
- Communicate clearly and effectively, both orally and in writing, to explain complex operational matters and concepts to individuals and groups with varying experience and backgrounds. Ensure employees receive process and procedural systems training, including initial, updated, or remedial training.
- Evaluate and test new system versions. Arrange assistance to attorneys and their staff with electronic filing processes, procedures, and documentation. Interact effectively with the public and staff, providing good customer service and resolve problems efficiently while complying with regulations, rules and procedures.
- Utilize statistical reports to monitor the management of cases and take appropriate action.



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



- Demonstrate sound ethics and good judgment and ensure staff maintain the standards for professional and ethical judgment established in the Code of Conduct for Judicial Employees. Display a careful and deliberate approach in handling confidential information in a variety of contexts. Propose, develop, communicate, and evaluate policies and procedures to enhance the productivity and effectiveness of the court.
- Staff and participate in court committees and working groups.
- May chair 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.

Qualifications:

Preferred qualifications include:

- Experience in a court system or legal work environment, with a strong preference for experience in or related to federal district court.
- General administrative or professional experience in public service or business which provided an opportunity to study, practice and implement the basic theories, concepts, principles, and policies of sound and effective management. Progressively responsible experience in a position with substantial senior management responsibilities, preferably in judicial administration or operations of a federal or state court.
- A bachelor's degree or higher.

The successful candidate must have strong leadership qualities, initiative, the ability to manage change and articulate management priorities. The chosen candidate will possess the ability to identify and resolve problems, to work effectively with both individuals and teams, and to interact courteously and professionally with high-level officials. The incumbent will be required to balance varied workload responsibilities and time sensitive deadlines. The incumbent should also have the following: in-depth knowledge of federal and local district rules, court policies and procedures, and an understanding of legal terminology. The incumbent must demonstrate skill in strategic planning and in developing short- and long-range operational plans to satisfy the court unit's priorities and goals. The incumbent must also demonstrate an ability to make timely and effective decisions. The successful candidate must have a clear understanding of federal bankruptcy court operations, roles, functions, organizational structure, culture, and dynamics.

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.



Application Procedure:

Qualified applicants should submit by email only the following materials in PDF format:

- A letter of application summarizing the applicant's qualifications and including a statement of preference for duty station in either Billings, Great Falls, or Missoula;
- A current resume relevant experience, dates of employment, functions managed, and the number and composition of personnel supervised.
- 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 least three professional references.

Online Application Portal:

<https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=p4ezazbn&pos=06D2021>

Please contact Susie Johnston, if you require alternative application submission options. 406-542-7113 or email Susanne_Johnston@mtd.uscourts.gov.

The Court will provide acknowledgement of received applications via email within ten days of receipt. Due to the expected volume of applications further communication will be limited to those applicants chosen for additional screening and/or interviews.

The United States District Court is an Equal Opportunity Employer.