



UNITED STATES COURTS DISTRICT OF MONTANA

Russell E. Smith Courthouse Missoula, MT



Nestled in the Northern 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.



Missoula is the setting for the 1976 fly-fishing novella by Norman Maclean, *A River Runs Through It*.

VACANCY ANNOUNCEMENT

POSITION: Deputy in Charge
DATE OPEN: September 23, 2020
CLOSING DATE: October 23, 2020
APPOINTMENT DATE: Flexible
DUTY STATION: Missoula, MT
SALARY RANGE: CL27-28-29, depending on experience*
\$51,208 - \$118,613

*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 Missoula 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 five staff, and oversee multiple areas of court operations, including intake, case administration, records and mail management, courtroom support, and judicial support. The Missoula clerk's office provides support to one Article III Judge, one Senior Judge and one Magistrate Judge.

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. Make recommendations regarding employee appointments, promotions, and separations.

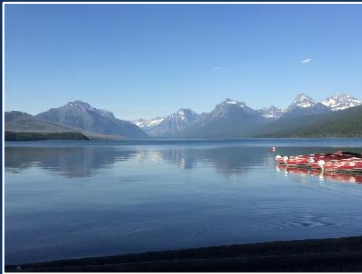
Supervise receipt, reconciliation, and deposit of funds, control of vault access and contents, custodial responsibility for divisional office financial records, supervision of the issuance of receipt stock, and the review of mail logs.

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.

Communicate and respond to management requests regarding operations. Answer procedural questions for judges, staff, and the public. Provide customer service while complying with regulations, rules, and procedures.



A journey 150 miles north of Missoula lands you among the jagged cliffs, glacier-fed lakes, and breathtaking scenery of Glacier National Park.



Missoula is an art lover's dream come true with its ever-growing community of artists, galleries, festivals, museums, and theaters.



Qualifications:

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.

Conditions of Employment:

The selectee will be subject to an FBI background check (fingerprints). Employment will be considered provisional until the FBI background check is completed. Selectees must be a United States citizen or meet appropriations act citizenship requirements for federal employment.

Employees of the federal judiciary must adhere to all Judicial Conference regulations, must follow the policies outlined in the *Guide to Judicial Policy*, and are bound by the ethical standards established by the chief judge and the *Code of Conduct for Judicial Employees*.

Employees of the federal judiciary are considered at will employees and are not covered by the Office of Personnel Management's civil service classification system or regulations. Employees are required to use electronic fund transfer for payroll (direct deposit).

Application Procedure:

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

- 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; and
(Note: the last page of the AO-78 requires a conventional signature)
- 5) Most recent SF50 (current or past federal employees only)

All application materials are to be emailed to: human_resources@mtd.uscourts.gov. Please note "Deputy in Charge Application (last name)" in the subject line. Application materials must be submitted in PDF format ONLY; no Word or WordPerfect documents, please. Documents from file housing services (e.g., Google Docs, DropBox, etc.) or websites will not be accepted. Incomplete applications will not be considered.

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 Court reserves the right to modify the conditions of this vacancy announcement or to withdraw the announcement without prior written or other notice. Applications submitted for this position may be considered for similar vacancies that may occur within six months from the date the position is filled.

The United States Courts are an Equal Opportunity Employer.