



U.S. Court of Appeals for the Fourth Circuit

Office of the Clerk

Position Announcement 20-02

Chief Deputy Clerk

POSITION:	Chief Deputy Clerk
LOCATION:	Fourth Circuit Clerk's Office, Richmond, Virginia
SALARY/CLASSIFICATION LEVEL:	\$131,185-\$181,500 (JSP 15-16)
CLOSING DATE:	Apply by February 21, 2020 – open until filled

ABOUT THE COURT

The United States Court of Appeals for the Fourth Circuit is one of twelve regional appellate courts within the federal judicial system. The Court hears appeals from the nine federal district courts in Maryland, Virginia, West Virginia, North Carolina, and South Carolina and from federal administrative agencies. The fifteen active judges and three senior judges of the Court hear and decide about 4,500 cases each year following argument or written submission to three-judge panels. The Court's headquarters are in Richmond, Virginia. For more information, please visit: <http://www.ca4.uscourts.gov>.

POSITION OVERVIEW

The Chief Deputy Clerk serves as the Second-in-Command to the Clerk of Court, with full managerial and supervisory authority for the Clerk's Office. The Chief Deputy Clerk assists the Clerk in providing support to the judges of the Court of Appeals by leading and overseeing the extensive operational and administrative functions of the Clerk's Office. The Chief Deputy reports directly to the Clerk. Representative duties include:

- Providing leadership, management, and supervision for all functions and operations of the Clerk's Office.
 - Establishing and implementing goals, policies, procedures, and quality controls for case management, calendaring, courtroom, records, public information, financial, and human resource functions.
 - Managing, developing, and mentoring supervisory and support staff.
 - Overseeing space, facilities, security, and property management functions, in coordination with supervisory staff and the Clerk of Court.
 - Ensuring the accuracy of information disseminated by the office and serving as the representative of the Court to the media, district courts, agencies, lawyers, litigants, and the public.
 - Serving as an expert on the Court's rules, procedures, and practices and providing guidance to Court and chambers staff, attorneys appearing before the Court, and pro se litigants.
 - Overseeing the office's exercise of delegated authority to rule on procedural motions in accordance with the Court's rules and standards.
 - Providing support to the Standing Panel on Attorney Discipline for attorney discipline matters.
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QUALIFICATION REQUIREMENTS

- Candidates must have a minimum of six years of progressively responsible administrative, professional, or legal work experience in public service or business that provided a thorough

knowledge of the concepts, principles, policies, and theories of management and administrative processes.

- At least three of the six years of experience must be specialized experience in supervisory, managerial, or professional work that demonstrates proven skills in managing limited resources, excellent analytical skills, mature judgment, solid organizational management and problem-solving experience, strong employee-relation and interpersonal skills, and superior oral and written communication skills.
 - A bachelor's degree from a college or university of recognized standing is required.
 - A law degree from an accredited law school is preferred and may be considered as qualifying for two years of the required specialized experience.
 - Experience in the federal judiciary, including familiarity with budgetary, fiscal, personnel, procurement, and information technology issues, is desirable.
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EMPLOYEE BENEFITS

- Vacation time accrues at a rate of 13 days per year the first three years and increases with tenure.
 - Sick days accrue at a rate of 13 days per year.
 - Ten paid holidays are provided annually.
 - A variety of employer-subsidized federal health insurance plans are available.
 - Dental and vision coverage, life insurance, and long-term care insurance are available.
 - A flexible spending account program is provided.
 - Employees participate in both the Federal Employees Retirement System (FERS) and the Thrift Savings Plan (similar to a 401(k) plan, with employer matching).
 - The Court offers a mass transit subsidy (budget dependent).
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CONDITIONS OF EMPLOYMENT

- Applicants must be citizens of the United States or be eligible to work in the United States and receive compensation.
 - Appointment to the position is provisional pending a ten-year background investigation. Every five years thereafter, the position requires an updated investigation.
 - Employees of the federal judiciary serve under "Excepted Appointments" and are thus at-will employees who serve at the pleasure of the Court.
 - Employees are required to use Electronic Funds Transfer (EFT) for payroll deposits.
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APPLICATION PROCEDURE

To apply, please submit (1) a **cover letter** detailing your qualifications and experience as they relate to the requirements of the position and (2) a **resume** that includes the name, title, and contact information of three professional references. An **AO78–Application for Employment**, which is available at <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>, will be required from candidates who are scheduled for an interview.

Completed applications should be emailed to: 4cca-vacancy@ca4.uscourts.gov, with a subject line referencing "Job Announcement 20-02." Applications should be received by February 21, 2020, to receive full consideration.