



# U. S. District Court Southern District of Mississippi

## Division Manager Vacancy Announcement MSSD-2019-08

### POSITION

Division Manager – Northern and Western Divisions

### LOCATION

Jackson, Mississippi

### SALARY/TARGET

CPS CL 29 – CL 30 (with promotion potential without further competition)

The entry level salary range is \$70,965 through \$104,821 (actual salary dependent on relevant experience and qualifications).

### POSITION AVAILABLE

January 2020

### APPLICATION CLOSING DATE

Priority cut-off - November 18, 2019  
Open until filled

**All individuals who applied for the position of Chief Deputy Clerk will be considered for this position without the necessity of re-applying.**

### ANNOUNCEMENT

MSSD-2019-08

The U. S. District Court, Southern District of Mississippi, is an Equal Opportunity Employer.

### POSITION OVERVIEW

The United States District Court for the Southern District of Mississippi is seeking a senior level manager to serve as the Division Manager in the Court's Northern and Western Divisions, headquartered in Jackson, Mississippi. The Division Manager performs supervisory work related to the full range of court operations activities at a divisional office of the court. The incumbent is a first-line supervisor over multiple areas of court operations, including case administration, jury administration, records/mail management, financial administration, courtroom support, judicial support, etc. The Division Manager primarily directs staff and ensures compliance with the appropriate guidelines, policies, and internal controls.

The Division Manager will also (1) advise the Clerk of Court in a range of operational, management, and legal issues impacting the clerk's office and the court in general; (2) oversee, manage and carry out special projects as assigned by the Clerk or Chief Deputy Clerk; and (3) assist the Clerk and the Chief Deputy in overseeing the court's internal control process.

### REPRESENTATIVE DUTIES AND RESPONSIBILITIES

The Division Manager performs or manages duties and responsibilities such as the following:

- Supervise employees involved in operational activities, including assigning and reviewing work, evaluating performance, and recommending disciplinary actions.
- Assist in developing work standards.
- Supervise, delegate, and prioritize workload. Implement staff procedures and conduct staff meetings.
- Oversee office functions, identify issues, 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.
- Oversee all functional components of the divisional Clerk's Office, including intake, docketing, records, appeals, jury, finance, and chambers support.
- Oversee receipt and review of incoming documents for conformity with federal and local rules.
- Monitor daily case data processing and data quality assurance 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.
- Oversee records and mail management activities.
- Coordinate with the court's financial administrator regarding maintenance, supervision, and accountability for all on-site financial functions, including supervision of cashiers, reconciliation, and bank deposit functions, control of vault access and contents, custodial responsibility for divisional office financial records, supervision of the issuance of receipt stock, the review of mail logs, and the submission of juror attendance records.
- 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. Supervise jury and juror processing, procedures, and administration. Monitor compliance with standards and internal control procedures.
- Assist the Clerk and Chief Deputy 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.
- Advise attorneys on procedural matters related to the filing of pleadings, and execute and supervise the execution of quasi-judicial duties such as the entry of default judgments.
- Implement and monitor CM/ECF procedures, including automated case assignment, docketing, and calendaring. Coordinate activities with the chief deputy clerk, operations administrators, computer services, and data quality analysts to ensure systems training and quality control of all data entries.
- Participate in budget preparation. Verify specific needs and costs and recommend changes and adjustments. Conduct periodic budget reviews for the office.
- Coordinate the work of the divisional office with other governmental agencies, court units, the Bar and the public.
- Compile, reconcile, and report statistical information on a regular basis both online and via reports, and coordinate data reporting with the court's statistical analyst.
- Work closely with other court management in the coordination of courtroom deputies and case management clerks to ensure appropriate coverage.
- 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.
- Assist the Clerk and Chief Deputy in reviewing and revising the organizational structure and improving organizational development within the Court.
- Assist the Clerk with administrative duties, including performance management, allocating resources, and implementing policies and procedures. Communicate and respond to requests as needed.
- Ensure compliance with the *Guide to Judiciary Policy*, the Human Resources Manual, applicable Administrative Office policies and procedures, reporting requirements, procurement practices and internal controls guidelines.

- Serve as the Clerk’s Office expert and key advisor to senior officials and federal judiciary staff on operational and administrative policies and procedures.
- Facilitate the administration of the Court’s operations, including automation, space and facilities, security, jury administration, budget, procurement, human resources, audits, training, and planning;
- Ensure consistency and uniformity of operations, as appropriate.
- Provide the Clerk and other Court personnel with expert guidance on judiciary policy including explanations of processes, timelines and potential consequences.
- Assist with developing and executing strategic and long-range plans of the Clerk’s Office and the Court;
- Direct positive change by providing leadership with early warning of areas of organizational concern, critical analysis of systemic needs for improvement and recommending modifications.
- Lead with a long-term view and build a shared vision with others, while acting as a catalyst for positive organizational change and influencing others to translate vision into action.
- Establish and adjust goals, schedules, priorities and deadlines for completion of office-wide work assignments and coordinates work schedules.
- Prepare comprehensive memoranda, reports, and correspondence; draft administrative orders, proposed procedures and local rules; complete complex projects and perform other duties as assigned by the Clerk.
- Conduct special studies as directed and prepare statistical and narrative reports.
- Perform other duties, as assigned.

**Administrative Responsibilities:**

- Assist in the development, implementation, and enforcement of policies and practices to secure staff and physical assets of the court unit, which may include oversight of: property management, training, emergency preparedness and disaster recovery activities, space and facilities needs, security, and, acquiring additional resources as needed.
- Assist with development of the budget and financial plan.
- Recommend, adapt and install new or improved methods, systems, and procedures for assuring accuracy of accounts and for facilitating the receipt, deposit, and disbursement of monies processed through the office.
- Assist in the management of the Court’s budget and inventory of physical assets, while monitoring expenditures and using cost-benefit analysis to help set priorities.

## **EDUCATION AND QUALIFICATIONS**

Qualified candidates must possess unquestioned integrity, trustworthiness, character and the ability to maintain confidentiality; candidates must additionally demonstrate sound and mature problem-solving skills and judgment in handling sensitive material, must exhibit a professional and positive demeanor and a customer-focused attitude, and must have a performance history that demonstrates proven skills in management practices. At a minimum, and subject to the substitutions noted below, all applicants should have a minimum of six years of progressively responsible management experience and a Bachelor’s degree from an accredited four-year college or university.

### **SUBSTITUTIONS**

- Possession of a Master’s degree from an accredited university in fields such as business, public administration, political science, criminal justice, law, management, or related field may substitute for two years of progressively responsible management experience.

- Possession of a Juris Doctor degree from an accredited law school may substitute for four years of progressively responsible management experience.
- Twenty or more years of progressively responsible service in a state or federal court clerk's office may substitute for the requirement of a Bachelor's degree.

Qualified candidates must have excellent oral and written communication skills and computer proficiency; knowledge of sound financial controls and policies; ability to exercise mature judgment, high ethical standards and a positive work attitude; ability to adapt and lead in a changing work environment; and the ability to maintain confidentiality and effectively manage conflict. Working knowledge of legal and court terminology is required.

The successful applicant must consistently perform all duties of the office in a professional and friendly manner and must reside within reasonable daily commuting distance of the Thad Cochran United States Courthouse in Jackson, Mississippi.

## MISCELLANEOUS INFORMATION

- Employees of the federal judiciary serve under "Excepted Appointments" and are considered "at-will" employees and can be terminated with or without cause at any time, with the exception of Probation Officers, who must be removed for cause per 18 U.S.C. 362.
- **The successful candidate is required to undergo a high-sensitive FBI background investigation. Selectee may be appointed provisionally with retention dependent on a favorable employment suitability determination based on the FBI background investigation. Selectee will be subject to background reinvestigations every five years.**
- The Court required employees to adhere to the Judicial Code of Ethics and Conduct, which is available for review upon request.
- Employees of the judiciary are required to use direct deposit for their salary payments.
- Candidates must be citizens of the United States of America or be eligible to work in the United States.
- The Court is not authorized to reimburse applicants for travel and/or relocation expenses.

## BENEFITS

The judiciary offers a generous benefits package which includes:

- 10 paid holidays
- Paid sick and annual leave
- Medical insurance options under the Federal Employees Health Benefits (FEHB) program (requires employee contribution)
- Life insurance benefits under the Federal Employees Group Life Insurance (FEGLI) program (requires employee contribution)
- Retirement benefits, including participation in the Thrift Saving Plans (tax deferred or Roth retirement savings with matching contributions up to 5%)
- Supplemental dental and vision benefits under the Federal Employees Vision and Dental Plan (FEDVIP)
- Long term care plan options; long term disability plan options; and flexible spending account options.

## APPLICATION PROCESS

**SPECIAL NOTE: All individuals who applied for the position of Chief Deputy Clerk will be considered for this position without the necessity of re-applying.** All other interested and qualified applicants should submit the following documents as a single PDF file:

- A cover letter and resume of qualifications, education and employment experience, including references;
- A completed Application for Judicial Branch Employment (AO 78), which is available at <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>.

**The Court prefers that all applications be submitted by email to:**

[hr\\_manager@mssd.uscourts.gov](mailto:hr_manager@mssd.uscourts.gov)  
(subject: Chief Deputy Clerk – MSSD-2019-07)

**Please note:** When submitting via email, documents should be submitted as a single PDF document.

The court will also accept applications by mail or hand delivery to:

Arthur Johnston, Clerk  
U.S. District Court, Southern District of Mississippi  
501 E. Court St., Suite 2.500  
Jackson, Mississippi 39201

**MARK ENVELOPE:**  
**CONFIDENTIAL – MSSD-2019-07**

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice.