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**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF OKLAHOMA**

www.okwd.uscourts.gov

Position Title: Clerk of Court
Position Number: 24-02
Location: Oklahoma City
Close Date: February 29, 2024
Salary Range: JSP 17 (\$193,607 - \$224,178)
(Commensurate with qualifications and in accordance with the
Guide to Judiciary Policy)

POSITION OVERVIEW:

The United States District Court for the Western District of Oklahoma is seeking qualified applicants for the position of Clerk of Court. The Clerk of Court is appointed by the Judges of the court in which he or she serves. This is a high-level management position which functions under the direction of the Chief Judge of the court. The Clerk of Court is responsible for managing the administrative activities of the clerk's office and overseeing the performance of the statutory duties of the office. The court is comprised of 12 judicial officers and a Clerk's Office staff of 38 employees.

REPRESENTATIVE DUTIES:

- Consulting with and making recommendations to the Judges regarding court policies and procedures;
- Directing staff responsible for processing of civil and criminal cases, issuing process and maintaining official records in the custody of the court;
- Managing jury operations of the court and making recommendations as required to improve juror utilization;
- Directing through subordinate staff the court's financial service function including purchasing, juror payments, and restitution and accounting functions;
- Working with members of the bar and the public to improve the delivery of court services;
- Working with various governmental agencies on a variety of issues necessary to court activities such as data processing, fiscal, and personnel matters;
- Hiring and assigning personnel;
- Designing and managing training programs;
- Preparing and managing the annual budget;
- Conducting special studies as directed and preparing statistical and narrative reports;
- Managing staff responsible for automation and information technology services, statistical analysis and reporting requirements, inventory control, and human resources management.

QUALIFICATION REQUIREMENTS:

Candidates must have a minimum of 10 years of progressively responsible administrative experience in public service or business which provides leadership capabilities and a thorough understanding of organizational, procedural and human aspects in managing an organization. At least three of the ten years' experience must have been in a position of substantial management responsibility. An attorney who is in the active practice of law in either the public or private sector may substitute said active practice on a year-for-year basis for the management or administrative experience requirement. A bachelor's degree, with an emphasis in government, judicial, public, business administration or a related field, is required. A juris doctorate degree is preferred.

EDUCATIONAL EQUIVALENTS:

(a) Education in a college or university of recognized standing may be substituted for a maximum of three years of the required general experience on the basis of one academic year of education equals nine months of experience. A bachelor's degree from a college or university of recognized standing may be substituted for three years of the required general experience. Preferably such degree should have included courses in law, government, public, business or judicial administration or related fields.

(b) A postgraduate degree in public, business or judicial administration from such a college or university may be substituted for one additional year of the required general experience.

(c) A degree from an accredited law school may be considered as qualifying for two additional years of the required general experience.

BENEFITS: Employees of the U.S. District Court are not classified under Civil Service, but are entitled to many of the same benefits as other federal government employees including participation in health, dental, vision, life and long-term care insurance programs, paid leave, periodic grade and step increases, and 11 paid holidays. All employees are subject to mandatory electronic direct deposit of salary payment.

ADDITIONAL INFORMATION: Only qualified applicants will be considered for this position. Applicants must be U.S. Citizens or eligible to work in the United States. The Clerk of Court is required to live within the judicial district. Expenses for interviews are not authorized for reimbursement. All court employees are at will employees. Excepted service appointments are "at will" and can be terminated with or without cause by the court.

As a condition of employment, the selected candidate must successfully complete a ten-year background investigation, and subsequent favorable suitability determination, and every five years thereafter will be subject to a re-investigation. **Candidates completing the AO-78 must complete questions 18-20 regarding criminal history.** Criminal history is not in itself disqualifying. All available information - past and present, favorable and unfavorable - about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination. All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application material

may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

The United States Courts require employees to adhere to a Code of Conduct; persons selected for interview may request to review the Code at the time of the interview.

The court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.

APPLICATION INSTRUCTIONS. Qualified candidates are invited to apply by sending an application package consisting of:

1. A cover letter that outlines qualifications, experience, and significant accomplishments;
2. A narrative statement about management style and philosophy;
3. A résumé;
4. A completed Federal Employment Application (AO-78) available at www.okwd.uscourts.gov; and
5. Contact information for at least three professional references.

Application packages must be submitted as a single .pdf document and emailed to HR@okwd.uscourts.gov.

Vacancy No. 24-02
United States District Court
Western District of Oklahoma
200 NW 4th Street, Rm 1210
Oklahoma City, OK 73102

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