



UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF OKLAHOMA  
[www.oked.uscourts.gov](http://www.oked.uscourts.gov)

Position Title: Chief Deputy Clerk (Type II)  
Location: Muskogee, Oklahoma  
Close Date: Open until filled, with first preference given to applicants who apply by October 4, 2019.  
Salary Range: \$104,821 - \$160,286 (JSP 14-JSP 15) Based on experience and qualifications.

The United States District Court for the Eastern District of Oklahoma is seeking qualified applicants for the position of Chief Deputy Clerk (Type II). The clerk's office currently supports one active district judge, one active senior district judge, two magistrate judges, and a clerk's office staff of 18. The Chief Deputy Clerk (Chief Deputy) is a senior-level management position reporting directly to the Clerk of Court.

**POSITION OVERVIEW:**

Under the direction of the Clerk, the Chief Deputy manages the operations and administrative activities of the Clerk's Office and assists in the performance of the statutory duties of the office. The Chief Deputy assists the Clerk in providing management and leadership of all non-judicial functions and activities of the court including but not limited to: caseload; human resources; budget and finance; information technology; public relations/communications; education, training and development; and strategic planning.

**REPRESENTATIVE DUTIES:**

- Assists in creating a vision of excellence through strategic planning in an environment of limited and decreasing resources.
- Manages staff responsible for administrative services, including human resources, budget and procurement, operations, IT, and courtroom services.
- Promotes and maintains the integrity of official records in the custody of the court.
- Works with members of the bar and the public to improve the delivery of court services.
- Works with various governmental agencies on a variety of matters necessary to conduct court business.
- Assists in directing the court's financial services functions in accordance with statutory requirements.
- Conducts special studies or coordinates and implements special projects related to court administration, operations and other areas, as may be requested by judges or the Clerk.
- Analyzes and makes recommendations on statutes, local rules, and procedures affecting the operations of the court.
- Advises the Clerk on matters affecting the functioning of the entire Clerk's office.
- Performs other duties, as assigned.

## **QUALIFICATIONS:**

Applicants must be a United States citizen or eligible to work in the United States. To qualify for the position of Chief Deputy, applicants must have a minimum of six years of progressively responsible administrative, professional, investigative, technical or other responsible work that provided an opportunity to gain: 1) a knowledge of management practices and administrative processes; 2) skill in dealing with others in person-to-person work relationships; 3) the ability to exercise mature judgment. At least three of the six years of experience (specialized experience) must have been in a position of substantial administrative, supervisory, or managerial responsibility, where the incumbent can demonstrate effective leadership and employee relations expertise. One year of the experience must have been at, or equivalent to, the next lower grade in federal service.

Education above the high school level in accredited institutions may be substituted for the general experience based on one academic year equal to nine months of experience. Completion of one academic year of graduate study in an accredited university in such fields as business or public administration, political science, criminal justice, law, management, or related field, may be substituted for one year of specialized experience. Completion of a master's degree or two years of graduate study in areas of business or public administration, political science, criminal justice, law, or related field, or completion of a Juris Doctor (J.D) may be substituted for two years of specialized experience.

## **COURT PREFERRED QUALIFICATIONS:**

- A Juris Doctorate from an accredited law school is preferred.
- General understanding of court operations and administration, with the ability to successfully lead with vision, the ability to sustain a high level of organizational excellence, the ability to articulate management priorities, and the ability to foster strong and effective working relationships.
- Exceptional communication and interpersonal skills, along with a proven record of leadership and accomplishments.

## **BENEFITS:**

Employees appointed for this position are entitled to paid vacation, paid sick leave, 10 federal holidays per year, choice of medical insurance from a variety of plans, group life insurance options, long-term care insurance, pretax contributions for medical costs and dependent care, dental and vision insurance, participation in the Thrift Savings Plan (401K), and participation in the Federal Employees Retirement System.

## **APPLICATION INSTRUCTIONS**

Qualified candidates are invited to apply by sending a cover letter (including a narrative statement that addresses your qualifications, relevant experience, and management style or philosophy), resume, list of professional references, and an Application for Judicial Branch Federal Employment AO-78, (which can be found on the court's website at [www.oked.uscourts.gov](http://www.oked.uscourts.gov)) to:

Chief Deputy Position  
Attention: Tami Collins  
P.O. Box 607  
Muskogee, OK 74402

Or via email to: [tami\\_collins@oked.uscourts.gov](mailto:tami_collins@oked.uscourts.gov) . The email subject line should reference the **Chief Deputy position**.

Only qualified applicants will be considered for this position. Relocation expenses will not be reimbursed, and applicants selected for interviews must travel at their own expense.

As a condition of employment, the selected candidate must complete a background check investigation, including an FBI fingerprint check. The position is subject to the mandatory electronic direct deposit of salary payment (i.e. Direct Deposit). All court employees are *at will*, and therefore the selected candidate may be removed from this position at any time if the selected candidate fails to perform at a satisfactory level. In addition, employees are required to adhere to the Code of Conduct for Judicial Employees.

The court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement. The court will only communicate with those qualified applicants who are selected for interview. If you are not notified, another applicant was selected.

***The United States District Court is an Equal Employment Opportunity Employer.***