

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF FLORIDA



CAREER OPPORTUNITY ANNOUNCEMENT

Position Title:	Division Manager
Vacancy Number:	26-10
Location:	Tallahassee, Florida
Closing Date:	Open Until Filled
Salary Range:	CL 28-29 (\$71,583-\$138,380)

Starting salary commensurate with work experience, education, prior/present pay history, and previous federal court experience.

POSITION OVERVIEW

The Clerk of Court for the United States District Court for the Northern District of Florida is seeking qualified applicants for the position of Division Manager. The Division Manager serves on the management team for the court assisting the Clerk of Court. The Division Manager position is a professional, managerial position with primary responsibility for the oversight, supervision, and administration of court operations in the Tallahassee division of the court. The position performs supervisory work related to the full range of court operations including, but not limited to, case administration, jury administration, courtroom support, records and mail management, financial administration, judicial support, staff development, and customer service. This position is responsible for ensuring court policies, procedures, and practices are uniformly implemented. While based in the Tallahassee division, travel to other divisions of the court and other locations, including overnight travel, may be required. Occasional after-hours work may be required based on operational needs.

REPRESENTATIVE DUTIES

- Supervise personnel involved in divisional office operations. Assign and review work performed by staff; assist in developing work standards; develop and conduct employee evaluations; supervise, delegate, and prioritize workload; implement staff procedures; conduct staff meetings; 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, case management, docketing, records, appeals, court reporting, naturalization and other court ceremonies, jury, finance, and chambers support.
- Oversee receipt and review of incoming documents for conformity with federal and local rules and local policies and procedures. Monitor daily case data processing and docketing activities. Monitor, evaluate, and assist staff with daily and routine data quality assurance activities and

reviews. Arrange for employee CM/ECF training. Assist attorneys and their staff with electronic case filing. Monitor compliance with all CM/ECF case management procedures and requirements. 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 and maintenance of mail logs; and the submission of juror attendance and payments records.
- Develop, implement, and monitor operational, administrative, and managerial procedures, practices, systems, and techniques. Monitor and oversee records maintenance, storage, control, release, and certification of official records. Perform physical resources management. Monitor and ensure compliance with national and local standards and internal control requirements and procedures.
- Assist the Clerk of Court and Chief Deputy in defining and creating long and short-term goals regarding the efficient function of the divisional offices and implement and monitor strategic plans for the accomplishment of goals.
- Participate in budget preparation, as required; verify specific needs and costs; recommend changes or adjustments; and conduct periodic budget reviews for the office.
- Compile, reconcile, and report statistical and other operations information on a regular basis and in a variety of formats.
- Work closely with other court management on information technology, space and facilities, training, and human resources matters impacting the divisional offices. Ensure employees receive process, procedural, and systems training, including initial, updated, or remedial training.
- Communicate and respond to management requests regarding operations; answer procedural questions for judges, staff, attorneys, and the public; provide customer service to the public, litigants, attorneys, judges, executives, and internal court staff in a consistently professional and respectful manner while complying with regulations, rules, and procedures.
- Comply with the *Guide to Judiciary Policy*; the *Human Resources Manual*; internal control requirements; and local and national policies and procedures. Abide by the *Code of Conduct for Judicial Employees* and confidentiality requirements. Always demonstrate sound ethics and good judgment and handle confidential and sensitive information appropriately.
- Perform of other duties as assigned.

QUALIFICATIONS

To qualify for this position the applicant must have a high school diploma, or the equivalent, and at least three years of specialized experience, including at least one year of progressively responsible experience managing and leading others in a professional office environment. Specialized experience is defined as progressively responsible supervisory, managerial, administrative, or professional experience that provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of management such that the incumbent demonstrates effective leadership, excellent judgment, significant employee relations experience, and the ability to perform the duties of this position. The incumbent must be able to travel overnight and perform occasional after-hours work based on operational needs.

Required Skills

- **Management and Supervision:** Knowledge of supervisory and employee management principles. Skill in managing and leading on-site and off-site staff with diverse needs. Ability to assess and document employees' performance against established goals and objectives.
- **Technology:** Excellent computer skills and a demonstrated commitment to the use of technology to increase efficiency. Skill in the use of automated equipment including word processing,

spreadsheets, and database applications. Display proficiency in using automated systems, websites, and other computer-based systems to research and perform a variety of tasks.

- Customer Service and Communication: Proven experience responding in a professional and respectful manner to the needs of multiple senior leaders within an organization; a strong commitment to delivering exceptional customer service; excellent human relations skills; and outstanding oral and written communications skills establishing the incumbent's ability to communicate effectively and professionally with a wide variety of individuals, including, but not limited to, members of the public, peers, executives, judges, attorneys, and litigants.
- Project Oversight: Knowledge of and the ability to organize, oversee, coordinate, and successfully complete projects.
- Team Development and Coaching: Proven ability to effectively coach, develop, mentor, train, direct, manage, and collaborate with staff at all levels to maintain a skilled, professional, customer service-oriented team. Proven skill in problem solving and conflict resolution.
- Leadership and Delegation: Demonstrated ability to lead with vision, articulate priorities, and drive organizational excellence. Proven ability to assume and delegate responsibility, as necessary. Proficiency in problem solving, trouble shooting, and identifying alternative solutions. Display the ability to make timely and effective decisions.
- Workforce Management: Skill in assigning, prioritizing, monitoring, and reviewing the work of others; skill in issue identification and problem resolution; and skill in assessing workload, project status, and resource requirements and aligning/realigning resources to meet evolving priorities.
- Detail Orientation and Organization: Proven history of being extremely detail-oriented and highly organized. Proven ability to work independently with minimal direction of oversight; anticipate and respond to changing priorities; multi-task; and prioritize.
- Professionalism: Consistently present a strong professional and respectful demeanor; a positive attitude; exercise excellent judgement; and maintain confidentiality.
- Policy and Compliance: Proven ability to comply with judiciary or other similar statutory, regulatory, or professional policies including, but not limited to, those related to ethics/code of conduct, case management, human resources, internal controls, finance, procurement, information technology, security, confidentiality, and the *Code of Conduct for Judicial Employees*.

Preferred Qualifications and Skills

- Education: A bachelor's or other higher degree from an accredited college or university in the field of public administration, business, law, political science, criminal justice, management, or other related academic discipline.
- Work History: Experience in a federal or state court system or other business or legal field requiring the interpretation, application, and knowledge of complex rules, procedures, and statutes.

EMPLOYMENT INFORMATION AND BENEFITS

Judiciary employees serve under excepted appointments (not civil service). Employees of the United States District Court are "at will" employees and are required to adhere to the Code of Conduct for Judicial Employees, which is available to candidates for review on our website at www.flnd.uscourts.gov. Judiciary benefits include paid vacation, sick leave, paid holidays, health and life insurance, long term care insurance, a flexible benefits program, retirement plan, and a portable savings plan with matching contributions.

APPLICANT INFORMATION

This position is in the Tallahassee division of the United States District Court for the Northern District of Florida. To be considered, an applicant must be a U.S. citizen, U.S. National, or qualify under the Appropriations Act citizenship exemptions. Employees are required to use the Electronic Fund Transfer

(EFT) for payroll deposit. This position is classified as a high-sensitive position; therefore, the successful applicant will be required to submit to an initial ten-year background investigation, which will include a criminal history and FBI investigation. Every five years thereafter the successful applicant will be subjected to an updated investigation like the initial one. The applicant selected for this position will be hired provisionally pending successful completion of the background investigation. Retention will depend upon a favorable suitability determination following the completion of each background investigation.

Qualified applicants should submit a cover letter, resume including salary history, a completed application form AO-0078 (available at www.flnd.uscourts.gov), and a list of three professional references to:

Attn: CONFIDENTIAL - Vacancy Announcement 26-10
United States District Court for the Northern District of Florida
Office of the Clerk of Court
One North Palafox Street
Pensacola, Florida 32502

In addition to submission by mail or in-person, applications may be submitted electronically to careers_flnd@flnd.uscourts.gov (careers_flnd@flnd.uscourts.gov). This position is open until filled.

The court reserves the right to change or withdraw this vacancy announcement at any time or hire multiple candidates for this position without notification to applicants.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER