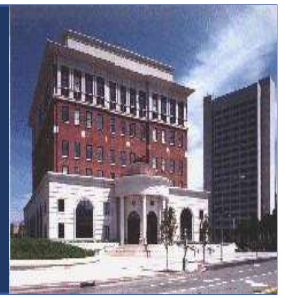




UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



Position: Chief Deputy Clerk for Administration (Type II)

Vacancy No.: 26-10

Location: 500 Pearl Street, New York, NY 10035

Term: Permanent

Class Level: JSP- 16-17

Salary Range: \$204,478- \$209,600 per annual

(Starting salary for non-Federal employees depends on work experience qualifications)

Opening Date: 03/05/2026

Closing Date: Open until filled (with preference set for 03/27/2026)

BENEFITS:

- Paid Annual & Sick Leave
- 11 Paid Holidays
- Employer subsidized Health Insurance
- Group Life Insurance
- Supplemental Vision/Dental Insurance
- Retirement Benefits Plan (FERS)
- Thrift Savings Plan (TSP)
- Flexible Spending Accounts
- Transit Subsidy Program (pursuant to eligibility requirements)
- Pre-tax benefit programs
- On-site fitness center
- Employee assistance program (EAP)
- Mandatory enrollment in electronic funds transfer (EFT) for net pay

CONDITIONS OF EMPLOYMENT:

Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship.

ABOUT THE COURT:

The Southern District of New York administers and presides over some of the most complex and high-profile cases in the country with litigation of national and international significance. The District of New York held its first session on the first Tuesday of November 1789 at the Old Royal Exchange in lower Manhattan presided over by Judge James Duane, who was appointed by President Washington. It was the first court to sit under the new United States Constitution, preceding the United States Supreme Court by a few months. The District and its successor, the Southern District of New York, have sat continuously in New York, NY, since 1789. The United States District Court for the Southern District of New York hears cases in Manhattan, White Plains, and Poughkeepsie, New York.

DUTIES AND RESPONSIBILITIES:

The Chief Deputy Clerk for Administration is a senior executive-level position responsible for the day-to-day operation and supervision of administrative departments of the Clerk's Office. Reporting directly to the Clerk of Court, this position collaborates with the Office's executive team to ensure the Clerk's Office functions as a unified, high-performing organization. Regular travel to the White Plains Courthouse and travel inside and outside the district may be required.

The Chief Deputy Clerk for Administration holds primary executive leadership of the Clerk's Office's administrative departments—encompassing financial management, internal controls, human resources and training, budget and procurement, technology, and strategic planning. The Clerk's Office team comprises over 170 employees and serves 45 U.S. District Judges (active and senior) and 18 Magistrate Judges. The Chief Deputy Clerk for Administration, together with the Chief Deputy of Operations, assumes the Clerk of Court's duties and responsibilities in their absence. This position may require taking on additional duties and responsibilities subject to budgetary determinations. Responsibilities of the Chief Deputy Clerk for Administration include, but are not limited to:

Executive Leadership and Management

- Supervise and direct performance management for the administrative services of the Clerk's Office.

CONDITIONS OF EMPLOYMENT (continued):

In order to be compensated with appropriated funds for a position within the continental United States, applicants must be:

(1) U.S. citizen,

(2) Lawful permanent resident (i.e., green card holder) who is seeking citizenship as outlined in 8 U.S.C. § 1324b(a)(3)(B).

Note: Some noncitizen applicants who are permanent residents may not yet be eligible to apply for citizenship at the time they begin. Such individuals may still lawfully be employed if they provide an affidavit indicating that they intend to apply for citizenship when they become eligible to do so.

Employees of the United States District Court are not included in the government's Civil Service classification and are at-will employees.

All employees, interns and volunteers are required to adhere to the Code of Conduct for Judicial Employees available for public review on the [USCourts.gov website](https://uscourts.gov).

The successful candidate for this position is subject to a background check. This position is subject to mandatory electronic funds transfer for payment of net pay.

*All internal applicants will receive an email confirming receipt of their application. If confirmation is not received within two days after the vacancy closes, please contact Human Resources.

- Lead and inspire through coaching, mentoring, and professional development, fostering a high-performing, mission-aligned team culture.
- Proactively develop, implement, and continually improve administrative techniques, systems, workflow processes, and procedures regarding the administrative services performed by the Clerk's Office, and collaborate with the executive team for the same outcomes with respect to court operations.
- Serve in an advisory capacity to the Chief Judge and Clerk of Court on policy matters affecting administration.

Financial Management

- Ensure all financial operations conform to statutory authority, court standards, and applicable judicial branch policies.
- Oversee the preparation of the Court's annual budget and spending plan, and post allocated funds in a decentralized budgeting environment.
- Act as certifying officer for the disbursement of funds.
- Coordinate authorization, purchasing, receipt, and payment processes across all administrative functions.
- Develop and maintain internal controls to ensure proper segregation of accounting functions designed to prevent errors and detect fraud.
- Perform random and periodic audits consistent with appropriate internal controls management.

Human Resources & Personnel Management

- Lead comprehensive personnel management systems covering staffing, recruitment, selection, training, promotion, discipline, performance evaluation, recognition, and compensation.
- Foster and champion a workplace culture of equity, accountability, and professional development.
- Ensure the development of training opportunities for Clerk's Office team members.

Information Technology

- Collaborate with key IT personnel to identify, evaluate, and implement emerging technologies that proactively advance organizational capabilities, modernize business operations, and position the Court for the future.
- Provide executive-level oversight of cybersecurity and IT management functions, ensuring organizational policies, priorities, and initiatives are aligned with mission objectives and leadership expectations.

Strategic Planning & Organizational Development

- Analyze and interpret trends and statistics to help the Court identify challenges and opportunities.
- Assist the Clerk in establishing policy and developing guidelines for the Office.
- Lead strategic and long-term planning initiatives in partnership with the Clerk's Office Executive Team.
- Lead emergency response and Continuity of Operations (COOP) planning and implementation.
- Ensure essential service levels and security protocols are maintained at all times, including after-hours coverage for critical functions.

The Southern District of New York values diversity and is committed to inclusion in the workplace. We encourage applications from all qualified individuals and seek a diverse pool of applicants.

[Visit our website](#)



REQUIRED QUALIFICATIONS:

To qualify as a Chief Deputy Clerk for Administration the candidate must have a bachelor's degree from an accredited college or university and must have a minimum of 6 years of progressively responsible managerial experience.

PREFERRED QUALIFICATIONS:

- 10 years' experience in senior management or executive-level administration in a federal or state court.
- Experience managing budget, finance, procurement, information technology, or human resources.
- Post graduate degree in law or public, business, or judicial administration from an accredited college or university.
- Experience with the federal courts' human resources, information technology, and/or financial systems.

REQUIRED COMPETENCIES & SKILLS:

- Proven executive experience managing budget, finance, procurement, facilities, human resources, strategic planning, information technology, or project management in medium to large organizations
- Demonstrated ability to operate as a senior leader alongside a peer executive — sharing authority, collaborating on strategy, and presenting a unified leadership front
- Excellent interpersonal skills with demonstrated ability to handle sensitive personnel matters with tact, directness, fairness, and care
- Ability to lead with vision and integrity, articulate organizational priorities, develop staff, and drive sustained excellence
- Outstanding oral and written communication skills, including executive-level presentation ability
- Strong problem-solving, organizational leadership, and conflict resolution capabilities
- Proven ability to build and sustain strong interorganizational relationships across diverse stakeholders
- Deep proficiency in technology with the ability to adapt to rapidly evolving tools and implement innovative solutions that drive meaningful organizational change
- Working knowledge of MS Outlook, Word, Excel, and multiple web-based applications
- Track record of mentoring and developing teams to meet and exceed professional goals
- Unwavering commitment to ethics, confidentiality, and compliance with the Code of Conduct for Judicial Employees

ADDITIONAL CONDITIONS OF EMPLOYMENT:

- Successful completion of an extensive background investigation and favorable suitability determination required prior to appointment

- Background re-investigation required every five years
- Adherence to the Code of Conduct for Judicial Employees required throughout employment

APPLICATION PROCEDURE: To be considered for this position, please submit your:

1. Cover letter of no more than three pages, describing: (a) relevant knowledge, skills, and abilities, (b) experience in executive leadership and management, (c) experience in leading or contributing to strategic development or technology-driven change, and (d) the position for which the application is submitted, including the vacancy number.
2. Resume outlining educational background and employment history, including any specialized experience.
3. List of at least three professional references with contact information. The references will be contacted only after notifying the applicant and during the later stages of the recruitment process. Letters of recommendation welcome but not required.
4. A 500-word (or less) statement outlining your management philosophy.
5. Completion of the online AO-78, Federal Judicial Branch Application for Employment, which can be downloaded at <https://www.uscourts.gov/sites/default/files/ao078.pdf>.

Only applications submitted via email will be accepted. It is preferred for the applications to be submitted in a single PDF document, and for candidates to include the vacancy number and position title in the subject field of the email containing the application. Applications submitted as zip files, cloud files and/or links will not be accepted. Applications that do not conform to the above procedures will not be considered.

Please submit your application to:

Careers@nysd.uscourts.gov



EQUAL OPPORTUNITY EMPLOYER

The U.S. Federal Courts are committed to equal employment opportunity without regard to race, color, religion, national origin, sex, age, disability, or any other protected characteristic.

