



U.S. District Court, District of Arizona

Career Opportunity # 26-17

District Court Executive/Clerk of Court

Position Type:	Full Time, Regular
Job Grade:	JSP 18-1 \$241,471
Open Date:	02/24/2026
Closing Date:	Open until filled, preference by March 20, 2026
Location:	Phoenix, AZ
Start Date:	Estimated July - August, 2026

POSITION OVERVIEW

The United States District Court for the District of Arizona is seeking a senior level executive with experience in leading a large, diverse, and innovative organization to serve as the District Court Executive and Clerk of Court for one of the nation's busiest federal district courts. Exceptional communication and interpersonal skills, along with a proven record of leadership and accomplishment, are required, preferably in a court environment.

The District Court Executive/Clerk of Court (DCE/Clerk) is appointed by the district judges and has overall management authority and responsibility for the non-judicial components of the court. The DCE/Clerk occupies the highest level non-judicial position in the court and works closely with the chief judge in assuring the administrative and operational needs of the court are effectively and efficiently met. The DCE/Clerk serves as the court's liaison and works cooperatively with federal and local government agencies, bar groups, media representatives, and the public. The DCE/Clerk serves at the pleasure of the court and is responsible for performing the statutory duties of the Office of the Clerk pursuant to 28 U.S.C. § 751.

DISTRICT PROFILE

The District of Arizona serves the entire state of Arizona, with offices located in Flagstaff, Phoenix, Tucson, and Yuma. There are approximately 295 Clerk's Office and chambers staff, including the judges. There are 13 District Judges, 14 Senior District Judges and 14 Magistrate Judges. By General Order of the Court, the DCE/Clerk is also responsible for providing administrative support services in the areas of human resources, systems technology, space, facilities and budget to judges and court staff, including the Offices of the Clerk, and the U.S. Probation and Pretrial Services Office.

REPRESENTATIVE DUTIES

The DCE/Clerk's responsibilities include but are not limited to:

- Consulting with the Chief Judge regarding court administration and policy.
- Providing the administrative and operational infrastructure necessary to efficiently and effectively achieve the court's mission.
- Management and oversight of the U.S. District Court's annual budget throughout the fiscal year.
- Creating a vision of excellence through strategic planning in an environment of limited and decreasing resources.

- Directing the processing of civil and criminal cases while promoting and maintaining the integrity of official court records in the custody of the court.
- Directing the jury operations of the court and making recommendations to improve juror utilization.
- Directing the court's financial service function and ensuring proper oversight in the development, revision, and maintenance of internal control procedures.
- Serving as the district's Public Information Officer.
- Managing the staff responsible for information technology services, budget, inventory control, space and facilities projects, and human resources management.
- Coordinating statistical studies and reports as required by the court, the Ninth Circuit, and the Administrative Office of the U.S. Courts.
- Analyzing and making recommendations on statutes, local rules, and procedures affecting the operation of the court.
- Directing development and administration of comprehensive emergency preparedness plans.
- Coordinating with members of the bar, the public, and government agencies to improve the delivery of court services.
- Serving as liaison to the Administrative Office of the U.S. Courts.

QUALIFICATIONS

To be qualified for appointment as DCE/Clerk of Court, a candidate must have a minimum of 10 years of administrative experience in public service or business that provides a thorough understanding of organizational, procedural, and human aspects of managing an organization. At least (3) of the 10 years of experience must have been in a position of substantial managerial responsibility. Such experience should include operational knowledge of the courts, financial management, space and facilities management, human resources management, and long and short-range planning. The successful candidate must have excellent analytical skills, good judgment, solid organizational and problem-solving experience, and outstanding oral and written communication skills.

A bachelor's degree with an emphasis in government, public, or business administration or related field is required while a post-graduate degree in these areas is preferred.

HOW TO APPLY

Qualified applicants **must** submit the following in **ONE PDF** document:

1. **Cover letter** describing experience and other skills or training that qualify the candidate to perform the duties of DCE/Clerk. Include the names and contact information of three (3) professional references.
2. **Narrative**, no more than two (2) typewritten pages, double spaced, addressing the candidate's leadership philosophy, and how that philosophy can be applied as the DCE/Clerk.
3. **Current resume** that includes complete work and salary history, including education.
4. **AO-78** (*Federal Judicial Branch Application for Employment*). The AO-78 can be downloaded at <http://www.azd.uscourts.gov/employment>.

Submit the complete PDF document to azddceclerkjob@azd.uscourts.gov.

DO NOT submit applications through the employment portal website; they will not be reviewed / considered.

Attachments should be submitted only as an Adobe Acrobat (PDF) document. Other formats are **not** acceptable.

Applications will be considered complete when the application and all required attachments in PDF format are received by the Human Resources Division. Applications and/or attachments received after the closing date may not be considered.

SUMMARY OF BENEFITS

Federal benefits include, but not limited to:

- Up to 13 days paid annual leave per year for the first 3 years of employment; 20 to 26 days per year thereafter (dependent upon the length of federal service).
- 11 paid holidays per year.
- 13 days of paid sick leave per year.
- Up to 12 weeks paid maternity/paternity leave, if qualified.
- Excellent retirement package (enhanced Federal law enforcement retirement benefits)
 - Mandatory participation in the Federal Retirement System (FERS) and Social Security programs.
 - Optional Thrift Savings Plan (TSP), a 401(k)-style program with a matching component of up to 5%, with diversification control.
- Full extension of health benefits.
 - Optional participation in the federal health insurance program of your choice (no waiting period).
 - Optional vision and dental insurance programs of your choice (no waiting period).
 - Optional participation in a flexible spending program for health and/or dependent care.
 - Optional participation in group life insurance.
 - Transit Subsidy.
- On-site fitness center.
- Flexible schedule options.

For additional information, please visit www.uscourts.gov/careers/benefits.

APPLICANT INFORMATION

The initial appointment to this position is provisional pending the successful completion of the required background checks and/or investigations.

Only qualified applicants will be considered for this position. Employees of the U.S. District Court serve under “Excepted Appointments” and are considered “at will” employees (except for probation officers who may be removed for cause). Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees.

The U.S. District Court is a drug-free workplace and the applicant selected will be required to participate in a drug screening test prior to employment.

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 materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

Participation in the interview process will be at the applicant’s own expense.

All promotions are subject to the approval of the Administrative Office of the U.S. Courts.

The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. Direct Deposit).

Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. §1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below. Under 8 U.S.C. §1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.

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