

UNITED STATES COURT OF APPEALS

District of Columbia Circuit

MARK J. LANGER
Clerk of Court



E. Barrett Prettyman U.S. Courthouse
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Washington, D.C. 20001-2866
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Announcement Number: USCA-24-16
Position Title: CHIEF DEPUTY CLERK II
Salary Range: \$163,964 - \$204,000 (JSP 15 - 17), depending on qualifications
Position Location: WASHINGTON, D.C.
Opening Date: November 8, 2024
Closing Date: Open until filled. To ensure consideration, submit application by December 9, 2024. Interviews will begin immediately.

The United States Court of Appeals for the D.C. Circuit is accepting applications for the position of Chief Deputy Clerk II. **This position begins January 1, 2025.**

POSITION SUMMARY: The Chief Deputy Clerk serves as the Second-in-Command to the Clerk of Court, with full supervisory and management responsibility for the office. The Chief Deputy Clerk is a senior-level management position that reports directly to the Clerk of the Court. In the absence of the Clerk, the incumbent assumes the functions and responsibilities of the Clerk. The Chief Deputy Clerk assists the Clerk in providing support to the judges of the Court of Appeals by overseeing and leading the court's extensive administrative and operational functions, including such areas as intake, records management, budgeting and finance, procurement, and human resources. The Chief Deputy Clerk also serves as the court's Security Officer and liaison with the media.

RESPONSIBILITIES:

- Provides leadership, management, and supervision for all operations in the Clerk's Office.
- Advises the Clerk in developing court-wide policies, goals, and objectives.
- Assists with the development and oversight of the Clerk's Office's budget.
- Provides direct supervision of all administrative areas of the court, including attorney admissions, finance, procurement, human resources, and records management.
- Ensures the accuracy of information disseminated by the office and serves as the court's representative to the media, other courts, federal agencies, attorneys, litigants, and the public at large.
- Serves as the court's Security Officer, providing guidance, support, and oversight of the processing of cases that require special handling of classified information.

- Coordinates and provides logistical support for oral arguments and court ceremonies.
- Provides subject matter expertise for judges, senior staff members, and others.
- Manages Criminal Justice Act payments to attorneys and experts.
- Provides after-hours supervisory duty for emergency matters on a rotating basis.

QUALIFICATIONS:

- Candidates must have a minimum of six (6) years of progressively responsible administrative, professional, legal or other work experience that provided a thorough knowledge of the concepts, principles, policies, and theories of management practices and administrative processes.
- At least three (3) of the six (6) years of experience must be specialized experience that demonstrates proven skills in managing limited resources, excellent analytical skills, mature judgment, solid organizational management, problem-solving abilities, strong employee relations, interpersonal skills, and superior oral and written communications. Qualified applicants should also be able to work effectively and comfortably with judges, chambers staff, and senior court staff. Managerial, supervisory, or legal experience is particularly desirable.
- A bachelor's degree is required. A law degree (J.D.) from an accredited law school is strongly preferred and may be considered for qualifying for two (2) years of the required specialized experience. Alternatively, completion of a master's degree or two (2) years of graduate study (60 semester or 90 quarter hours) in an accredited university in fields such as business or public administration, political science, criminal justice, law, management, or a related field, may be considered as qualifying for two (2) years of specialized experience.
- Experience in the federal judiciary, including familiarity with case operations and budgetary, fiscal, human resources, and procurement issues is preferred.
- Experience handling classified information is preferred.

REQUIREMENTS: Because the D.C. Circuit entertains a large number of high-profile and sealed cases, employees are subject to strict confidentiality requirements. Employees must adhere to the Code of Conduct for Judicial Employees.

In addition, your continued employment is contingent upon the satisfactory completion of a background check. The successful completion of a Department of Justice security clearance is also required.

Applicants must be United States citizens or eligible to work for the United States government.

The selected applicant will serve a one-year probationary period. All positions in the Clerk's Office are excepted appointments and are "at will." The United States Court of Appeals is an Equal Employment Opportunity employer. The selected applicant will be subject to mandatory electronic transfer of funds for payment of net pay. The United States Courthouse is a smoke-free building.

APPLICATION PROCEDURE: Email a cover letter (addressed to Felicia Powell, Human Resources Specialist), resume, and law school transcript (if applicable) as a single PDF attachment to VacancyChiefDeputyClerk@cadc.uscourts.gov. Please include the vacancy announcement number (USCA-24-16) in the subject line of the email.

Interviews will begin immediately. Due to the large volume of applications, the court will send a letter regarding the status of an application only to those candidates scheduled for interviews.