

United States Court of Appeals for the Eighth Circuit

Thomas F. Eagleton Courthouse
St. Louis, Missouri

CAREER OPPORTUNITY

CLERK OF COURT

Opening Date: January 30, 2024

Closing Date: Open until filled

Location: US Court of Appeals for the Eighth Circuit, St. Louis, Missouri

Salary: JSP 16 – 18 (\$172,632 - \$229,570) annually, based on qualifications

OVERVIEW

The United States Court of Appeals for the Eighth Circuit seeks an experienced attorney and court professional to serve as Clerk of Court (Clerk). The Eighth Circuit is located at the Thomas F. Eagleton Courthouse in St. Louis, Missouri, with a divisional office in St. Paul, Minnesota, having a territorial jurisdiction including the states of Missouri, Arkansas, Iowa, Minnesota, Nebraska, North Dakota, and South Dakota. The Eighth Circuit has 11 authorized judgeships, 3 senior judges, and employs approximately 33 Clerk's office staff members.

The Clerk of Court is the chief operating officer for the Clerk's Office of both the Court of Appeals and the Bankruptcy Appellate Panel appointed by the Court of Appeals under authority of Section 711 of Title 28 of the United States Code. The Clerk reports to the Chief Circuit Judge and supports the judges of the Court of Appeals, communicating on a regular basis with the Circuit judges, Clerk's office staff, other court unit executives (CUEs), the Administrative Office (AO), attorneys, and the public.

REPRESENTATIVE DUTIES

- Conduct and oversee the business of the court, including case management, appeal management, court sessions, management of court calendars and sittings, records maintenance, statistical reporting, special studies, and opinion publication and circulation.
- Long-range strategic planning, policy development and implementation, budget oversight, and human resources management.
- As delegated by the court, dispose of specified motions filed in cases before the court.
- Establish, adjust, and ensure compliance with quality control standards.
- Establish and enforce operating procedures and standards.
- Establish and maintain sound working relationships with other courts of the circuit and with the practicing Bar, and governmental agencies with business before the court.
- Interpret, implement, and provide guidance on the Federal Rules of Appellate Procedure and the court's local rules and internal operating procedures.

- Serve on the court's executive leadership team, court committees, and Judiciary committees.
- As requested, make recommendations to the court on all matters affecting the orderly and expeditious directing of the court's business.

QUALIFICATIONS

- A Juris Doctor from an accredited law school.
- At least 10 years of progressively responsible experience in public service or business that provides a thorough understanding of organizational, procedural, and interpersonal aspects of managing a complex organization. At least 2 years must have been in a position of management responsibility.
- Excellent written and oral communication skills; strong interpersonal and analytical skills; fluent in the use of technology; and a demonstrated ability to manage professional staff.
- Extensive experience in court administration at the federal, state, or local level preferred.
- Skill and experience managing multiple complex tasks with competing deadlines.

CONDITIONS OF EMPLOYMENT

- Travel is required.
- Applicants must be a U.S. citizen or a lawful permanent resident of the United States currently seeking citizenship or intending to become a citizen immediately following meeting the eligibility.
- Selected applicants are hired provisionally pending the results of fingerprinting and a thorough background investigation. Background investigations are renewed every 5 years.
- Direct deposit of pay is required.
- Positions with the U.S. Courts are "excepted service" positions and employees serve "at will".
- Employees are subject to [*The Code of Conduct for Judicial Employees.*](#)
- All applicant information is subject to verification. Providing false and/or misleading information may be grounds for removal from the application and selection process, as well as disciplinary action if discovered after an individual's date of hire.

BENEFITS

The Eighth Circuit offers a congenial work environment with a team of dedicated professionals.

- Vacation time accrues at a rate of 13 days per year for the first 3 years, increasing to 20 days after 3 years and 26 days after 15 years.

- Sick time accrues at a rate of 13 days per year.
- 11 paid holidays per year.
- Choice of a variety of employer subsidized federal health plans.
- Vision, Dental, Disability, and Long-Term Care insurance programs are available.
- Flexible Spending Programs - pre-tax contributions for out-of-pocket health, dependent care, and out-of-pocket transportation expenses.
- Optional participation in Long Term Care Insurance and employer subsidized Federal Employee Group Life Insurance.
- Eligibility for Public Service Loan Forgiveness (PSLF).
- Federal retirement includes an employer sponsored pension plan (FERS) and a retirement contribution plan with employer match (TSP). Retirees are eligible for Social Security and carry insurance plans into retirement while paying the same premiums as employees.
- Creditable service with other federal agencies and/or the military will be used to compute employee benefits.
- Onsite, full-service cafeteria.
- Onsite health clinic staffed with a nurse and MD (services are free).

HOW TO APPLY

Applications are accepted through the applicant tracking system at this link:

<https://ca852383.hire.trakstar.com/jobs/fk0vx9q>. Submit all documents listed below in PDF form.

- Cover Letter
- Resume
- Form AO-78, Federal Judicial Branch Application for Employment:
<https://www.uscourts.gov/sites/default/files/ao078.pdf>
- Self-written composition of 500 words or less describing your ideal working environment and what kind of leader you would be in that environment.

Applications which do not include all the required material in the correct format will not be considered.

Only applicants selected for interview will be contacted.

The United States Courts are EQUAL OPPORTUNITY EMPLOYERS committed to equity and inclusion in hiring practices, and the Eighth Circuit values diversity in the workplace.