

*** * * * *CAREER OPPORTUNITY* * * * ***



**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF GEORGIA**

VACANCY ANNOUNCEMENT

Position Title: Divisional Manager/Deputy In Charge

Location: Augusta, Georgia

Closing Date: November 7, 2011

Starting Salary/Range: \$ 37,941 - \$ 74,628 (CL25 to CL27) *

Position Announcement No. 11-02

* Salary commensurate with qualifications

POSITION OVERVIEW

The Southern District of Georgia is comprised of six divisional offices and serves a 43-county area. The Augusta divisional office with a staff of eight deputy clerks serves three judicial officers and their staff. This position reports directly to the Chief Deputy Clerk of the U.S. District Court. The individual selected for this position must have thorough knowledge and skill using word processing, spreadsheet applications, automated case management, financial records management, jury and records management systems and other related databases and applications.. Court or legal experience is preferred.

The individual selected for this position will be required to perform, but not be limited to, the following duties.

Performs supervisory work related to the full range of court operations activities at a divisional office of the court.

Oversees all functional components of the divisional Clerk's Office, including intake, docketing, records, appeals, jury, finance and chambers support.

Oversee receipt and review of incoming documents for conformity with federal and local rules. Monitor daily case data processing and data quality assurance activities, including case opening and closing.

Performs other duties as assigned.

Job Requirements:

Good knowledge of federal and local rules and court operational procedures. Exhibit knowledge of statistical reporting requirements. Understand all aspects of case administration process. Display skill in leading a team of employees in implementing new ideas and better work procedures. Ability to communicate effectively both orally and in writing with a variety of people.

Scope and Effect of Work:

This incumbent is responsible for assisting the Clerk and Chief Deputy Clerk in defining and creating long and short term goals regarding the efficient functioning of the divisional office and implementing and monitoring strategic plans for the accomplishment of goals.

Complexity:

Incumbent's work requires extensive knowledge of court policies and procedures, in order to respond to requests involving operations from judges, staff and the public. Work requires attention to detail in areas such as financial and budget procedures, financial reporting, procurement processes, and records management. Ability to apply knowledge of supervisory and employee management principles to ensure a smooth court operation..

BENEFITS

Employees of the U.S. District Court are not classified under Civil Service, but are entitled to similar benefits. These benefits include participation in the retirement system, health and life insurance programs, holiday and leave accrual, and periodic salary increases.

Please send resumes to:

Human Resources Division
Clerk, U.S. District Court
Southern District of Georgia
125 Bull Street, Room 306
Savannah, Georgia 31401

NO FAXED RESUMES WILL BE ACCEPTED. NO PHONE CALLS PLEASE.

EQUAL OPPORTUNITY EMPLOYER

Announcement No. 10-11