



*United States District Court
District of Alaska
222 W. 7th Avenue, Box 4, Rm 229
Anchorage, Alaska 99513
www.akd.uscourts.gov*

Position: Deputy in Charge – Job # USDC 19-01 (Permanent/Full-time)
Opening Date: March 8, 2019
Closing Date: April 1, 2019
Starting Salary: CL 26 (\$49,448 - \$80,403 depending on qualifications and experience)
Location: Juneau, Alaska

POSITION OVERVIEW

We are seeking an innovative individual to serve as a Deputy in Charge for the U.S. District Court, Juneau Divisional Office. The Deputy in Charge provides administrative support to the Chief Deputy Clerk, provides exceptional public service to the court, members of the legal community and the general public. The individual selected to serve as Deputy in Charge must work independently, exhibit integrity, handles sensitive information, demonstrates sound judgment and exercise discretion at all times.

REPRESENTATIVE DUTIES

- Oversee all functional components of the Juneau Clerk's Office, including intake, docketing, records, appeals, jury, finance, and chambers support.
- Conducts jury orientation and assists jurors with their logistical requirements (i.e. parking, lodging, travel, etc.) who appear for jury service in Juneau. Monitor juror attendance and assist with jury payment.
- Coordinate all on-site financial functions, control of vault access and contents, custodial responsibility for divisional office financial records and review of mail logs. Issue receipts and deposit funds.
- Oversee receipt and review of incoming documents for conformity with federal and local rules. Open and close civil and criminal cases.
- Assist attorneys with electronic case and document filing in CM/ECF.
- Monitor and oversee records maintenance, storage and control.
- Coordinate the work of the divisional office with other governmental agencies, court units, the Bar and the public.
- Compile, reconcile, and report statistical information on a regular basis, and coordinate data reporting with the court's management analyst.
- Provide customer service and resolve difficulties while complying with regulations, rules and procedures. Abide by the Code of Conduct for Judicial Employees and the court's confidentiality requirements. Demonstrate sound ethics and good judgment at all times. Handle confidential and sensitive information appropriately.
- Serve as Courtroom Deputy conducting electronic recording of court proceedings for judges. Video conferencing and teleconferencing proceedings as needed.
- Representative duties may be reassigned or added to or are subject to change, at the discretion of the Clerk or Chief Deputy Clerk.
- Other duties as assigned.

QUALIFICATIONS

The successful candidate must be a high school graduate or equivalent with a minimum of two years of specialized experience. Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology. Such experience is common in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations. One of the two years specialized experience must be equivalent to work at the CL-25.

Demonstrated knowledge of federal and local rules and court operations procedures. Demonstrated proficiency in problem solving, trouble shooting and identifying alternative solutions. Ability to remain calm and productive in stressful situations. Able to communicate effectively, in writing and orally. Demonstrated ability to represent the divisional office among work groups and between court and external organizations. Demonstrated skill in the use of automated equipment. Occasional district wide travel as needed.

PREFERRED QUALIFICATIONS

A bachelor's degree from a college or university of recognized standing. Demonstrated knowledge of procedural processes and procedures as they relate to the federal judiciary.

BENEFITS

The U.S. District Court falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under "Excepted Appointment" and are considered "at-will" employees. As such, employment may be terminated by either the employer or employee with or without cause. Federal Civil Service classifications/regulations do not apply; however, court employees are entitled to similar benefits as other federal employees. Full-time employees of the United States District Court are eligible for a full range of benefits to include paid vacation and sick leave, 10 paid holidays, and retirement benefits to include a defined contribution program and a 401(k) styled program called the Thrift Savings Plan (TSP), with a government match of up to 5%. Optional benefits include health and life insurance, disability insurance, dental and vision insurance, and a Flexible Benefits Program which includes medical and dependent care reimbursement.

HOW TO APPLY

Applicants must submit all of the following to be considered:

- 1) A cover letter
- 2) A detailed resume
- 3) A completed application for Judicial Branch Federal Employment – form AO78
Link to form: <http://www.uscourts.gov/forms/AO078.pdf>
- 4) Contact information for three *professional* references

Attachments should be submitted as Microsoft Word or Adobe Acrobat .pdf documents to HR@akd.uscourts.gov.

The Court is not authorized to reimburse travel expenses for interviews. This position is subject to mandatory electronic direct deposit of salary payments. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, without prior written or other notice. Applicants must be a United States Citizen or permanently eligible to work in the United States. 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 may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

The United States District Court for the District of Alaska is an Equal Opportunity Employer