



# UNITED STATES DISTRICT COURT DISTRICT OF ALASKA

## CHIEF DEPUTY CLERK (Type II)

**Announcement Number** USDC 26-02  
**Announcement date** February 2, 2026  
**Terms of Employment** Full-Time, Permanent  
**Closing Date** March 8, 2026  
**Salary Range** JS 16 / \$196,192 – \$209,600 (salary commensurate with experience, qualifications, and education; plus 1.49% COLA)  
**Location** Anchorage, Alaska

**POSITION OVERVIEW** – The Chief Deputy Clerk is a senior executive-level position that reports directly to the Clerk of Court. Under the direction of the Clerk, the Chief Deputy manages the Operations activities of the Clerk’s Office and assists in the performance of the statutory duties of the office. This position will serve with full authority over all court operations in the Clerk of Court’s absence. The Chief Deputy assists the Clerk in providing management and leadership of all non-judicial functions and activities of the Court. The Chief Deputy Clerk advises the Clerk of Court on policy matters; establishes and maintains relationships with other court units, governmental agencies, the Bar, the community, and professional organizations; and analyzes and interprets trends, statistics, and patterns to help the court anticipate challenges and opportunities for growth and change. The Chief Deputy will assist the Clerk with the development, implementation, and refinement of procedures to enhance the productivity and the efficiency of the Clerk’s Office; participate in organizational and strategic planning; and engage in the application of the Guide to Judiciary Policy, U.S. Code, Federal Rules of Procedure, and Local Rules of the Court.

The Chief Deputy is principally responsible for effectively managing Court support services including automation, case administration, courtroom services, intake, records management, training, statistical reporting, quality control, and technology needs. The Chief Deputy will be involved in space and security initiatives including COOP planning and Facility Security Committees.

The Court has three Article III District Court Judicial Positions, two Full-time U.S. District Court Magistrate Judges, one Part-Time U.S. District Court Magistrate Judge, chambers employees, and approximately 30 Clerk’s Office employees. The business of the Court is conducted at three divisional offices located in Anchorage, Fairbanks, and Juneau, Alaska. The position requires interaction with Judges, lawyers, and other senior officials, within and outside the Judiciary. Travel to divisional offices and to conferences (both locally and nationally) is required.

## REPRESENTATIVE DUTIES

- Serves the Judges of the Court, providing the service and support they need to fulfill their responsibilities.
- May provide supervision over the Clerk's Office Administrative and Operational functions including case and records management, intake courtroom services (including jury, court reporting, and interpreting services), human resources, information technology, facility needs, procurement and fiscal matters.
- Creates and maintains a training atmosphere where continuous improvement is valued and encouraged.
- Assists in developing and maintaining an exemplary workplace and an excellent customer service-based organization.
- Formulates, implements, and modifies organizational policies, which involves collaboration with judges, court personnel, and agencies.
- Interprets and applies statutes, rules and operational procedures, including the Guide to Judiciary Policy and local internal policies and controls.
- Assists the Clerk of Court in the creation of strategic plans, goals and vision. Creates and implements plans for increasing operational efficiency in the Clerk's Office.
- Works with the judges and the Clerk of Court on the development of policies/procedures to ensure quality and to improve the consistency of case processing, general operations, and courtroom services between Court divisions.
- Oversees the collection, maintenance and reporting of case statistics. Supervises the preparation and submission of reports as required by the Court, the Circuit, and the Administrative Office of the United States Courts.
- Ensures the complete and thorough documentation of all Clerk's Office operational policies and procedures, including reference guides for operations staff, professional development curriculum, court reporter management plan, jury plan, CM/ECF guides, training materials, onboarding plans, and statistical reports.
- Works with the IT department to provide effective documentation, evaluate courtroom technical requirements, develop technology related instruction for staff and implement new applications and procedures.
- May act as a liaison between the Administrative Offices and the Clerk of Court on District needs, developments, etc.
- Provides advice on complex procedural matters to staff, supervisors, Clerk of Court, and judges.
- Prepares draft memoranda, reports, correspondence, and proposed procedural rules for the Clerk of Court.
- Assists in the development and administration of comprehensive emergency preparedness plans. May include serving on Facility Security Committees and developing, updating and implementing Continuity of Operations Plans.
- Develop effective working relationships with the Administrative Office, Federal Judicial Center, other districts and court units, and various parties in the court community, such as bar associations, other government agencies, state court officials, and community organizations.
- Provides general assistance to the Court in the performance of day-to-day responsibilities.

- Attends, leads and supports various meetings as needed.
- Serves on designated committees and workgroups.
- Assists the Clerk in reviewing and analyzing organizational structure, reporting relationships, and functional assignments to meet current and future organizational needs.
- Participates in the recruitment, selection, training, promotion, discipline, and evaluation of employees.
- Works with other government agencies on facilities management, communication systems, emergency preparedness and disaster recovery activities.
- Performs other duties and special projects.

## **LEADERSHIP QUALIFICATIONS**

This position requires a strong leader dedicated to providing the highest levels of customer service to judiciary staff, judicial officers, attorneys, litigants, agency staff and members of the community. The candidate will be committed to employee professional development, help employees expand skills, and achieve individual and team goals. The candidate will be ready to evaluate how court operations can be best organized for efficiency and deliver excellent customer service. The candidate will be committed to using technology to develop operational resources and training materials. The candidate will have the ability to identify, propose, and implement innovative solutions to workplace challenges to facilitate organizational change. The candidate will work closely with other leaders and management staff in furthering the mission, vision and goals of the U.S. District Court and creating an exemplary workplace.

## **MINIMUM QUALIFICATIONS**

To qualify for the position of Chief Deputy Clerk, a person must be a high school graduate or equivalent, with a minimum of three years of generalized experience and three years of progressively responsible specialized experience. Managerial experience in a court environment and understanding of the administration of the federal court system are also strongly preferred.

### *General Experience*

Progressively responsible administrative, professional, investigative, technical, or other responsible work that provided an opportunity to gain:

- (a) A general knowledge of management practices and administrative processes,
- (b) Skill in dealing with others in person-to-person work relationships, and
- (c) The ability to exercise mature judgment.

### *Specialized Experience*

Progressively responsible experience in administrative, supervisory, managerial, or professional work that provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of management.

## **BENEFITS**

Employees of the U.S. District Court are entitled to benefits, which include participation in the Federal Employees Retirement System, Thrift Savings Plan, choice of a health benefit plan from several options, dental, vision, life insurance, long term disability, long term care, annual/sick leave, federal holidays, and periodic salary increases.

## **HOW TO APPLY –**

To be assured consideration for this position, qualified applicants must submit the following:

- 1) Cover letter outlining qualifications, relevant experience, management style and philosophy;
- 2) Resume;
- 3) Contact information for three (3) professional references; and
- 4) Completed AO78, [Application for Judicial Branch Federal Employment](#).

Attachments should be submitted as Microsoft Word or Adobe Acrobat .pdf documents to [HR@akd.uscourts.gov](mailto:HR@akd.uscourts.gov).

*The Chief Deputy Clerk Type II position is an Executive High-Sensitive position within the federal judiciary. The applicant selected must successfully complete a ten-year background investigation, and every five years thereafter will be subject to re-investigation. The background investigation includes fingerprinting, criminal records check, and credit check. The applicant selected will be hired pending successful completion of the investigation. A negative finding from the background check may result in termination of employment.*

*The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.*

***The United States District Court is an Equal Opportunity Employer***