

UNITED STATES DISTRICT COURT
DISTRICT OF WYOMING

POSITION TITLE: CLERK OF COURT

LOCATION: Cheyenne, WY
CLOSING DATE: Open until filled
START DATE: Anticipate- June 1, 2005
SALARY RANGE: JSP 16 (\$117,432 - \$146,800)
HOW TO APPLY: Submit resume, job application and letter of introduction marked "confidential" to:
Human Resources Department
Announcement #05-02
U. S. District Court
2120 Capitol Avenue, 6th Floor, Room 6004
Cheyenne, WY 82001

Obtain job application at:

www.ck10.uscourts.gov/wyoming/district/pdf/forms/clerkapplication.pdf
<http://www.ck10.uscourts.gov/wyoming/district/index.html>

Nature of the Position

The Clerk of Court is appointed by the Article III Judges of this District. This is a high-level management position that functions under the direction of the Judges of the United States District Court. The Clerk of Court is responsible for managing the administrative activities of the Clerk's office and overseeing the performance of the statutory duties of the office. Included among the responsibilities are policy implementation and monitoring, long-range planning, budgeting, financial management, automation, human resource management, property procurement and management, and public relations. The Clerk is responsible for a staff of 22 employees.

STANDARDS

To be qualified for appointment, candidates must meet the following standards:

EXPERIENCE

General A minimum of 10 years of progressively responsible administrative experience in public service or business which provides a thorough understanding of organizational, procedural and human aspects in managing an organization.

Management Responsibility: At least three of the 10 years experience must have been in a position of substantial management responsibility.

Practice of Law: Active Practice - An attorney who is in the active practice of law in either the public or private sector may substitute the active practice on a year-for-year basis for the management or administrative experience requirement.

DESIRED QUALIFICATIONS:

1. Favorable experience in a team-based environment
2. Proven ability to work in a technologically advanced environment
3. Superior oral and written communications skills
4. Strong interpersonal skills
5. Previous Federal Court Administrative experience

EDUCATIONAL EQUIVALENTS

1. **Undergraduate:** Education in a college or university of recognized standing may be substituted for a maximum of 3 years of the required general experience on the basis of one academic year of education equals 9 months of experience. A bachelor's degree from a college or university of recognized standing may be substituted for 3 years of the required general experience. Preferably such degree should have included courses in law, government, public, business or judicial administration or related fields.

2. **Postgraduate:** A postgraduate degree in public, business or judicial administration from such a college or university may be substituted for one additional year of the required general experience.

3. **Legal:** A degree from an accredited law school may be considered as qualifying for two additional years of the required general experience.

CONDITIONS OF EMPLOYMENT

All application information is subject to verification. Appointment to this position is contingent upon a background check. **All employees in the judiciary are “at-will” employees in the excepted service. As such, their employment may be terminated at-will, by either the employer or the employee, with or without cause. Judiciary employees are required to adhere to a Code of Conduct that is available upon request.** This position is subject to mandatory Electronic Fund Transfer for payment of net salary.

BENEFITS INFORMATION

Judiciary employees are entitled to benefits similar to those of other federal government employees, including paid vacation, sick leave and holidays; coverage under the FERS retirement system, a three-tiered plan consisting of Social Security, a basic FERS annuity, and the Thrift Savings Plan (similar to 401k) plan with matching employer contributions); FEHB group health insurance and FEGLI TD group disability insurance, CNA group long term care insurance, and flexible benefit program.

APPLICATION PROCEDURE

A committee shall screen all applications and identify the best qualified applicants to be invited for personal interviews. Based upon the results of the interviews, the most qualified candidates will be referred to the judges of the court for final selection.

Due to the anticipated volume of applications, the court will only communicate with those individuals invited for interviews. Reimbursement for interview expenses will not be provided.