



# NOTICE OF POSITION VACANCY

CHIEF DEPUTY II

Job Announcement 2006-01

**This is a promotional opportunity**

**\*(Employees of the U.S. District Court need only provide a letter of application)**

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SALARY RANGE: \$72,035.00 - \$130,173.00 (JSP 13-15)

CLOSING DATE: **October 31, 2005**

The Clerk of Court Office in Cheyenne, Wyoming is currently accepting applications for a Chief Deputy II.. The successful applicant will be responsible for the following duties:

Development and implementation of schedules governing trials, pre-trials, motion calendars, as well as other pleadings and hearings.

Receipt, handling, preparation, maintenance, storage, and control of all official and quasi-official records and materials received-in, created by, or processed through the Office of the Clerk of Court.

Release, certification, or authentication of copies or originals of all official records of the Court and Office of the Clerk of Court. Administrative records as to time, leave, payroll, travel, per diem, and other fiscal records relating to the operation of the district.

Supervises the reporting and accounting of all money received in and processed through the office, including filing, fees, fines, and restitution payments, deposits in land condemnation and personal injury actions, deposits for costs, cash bonds, naturalization fees, etc.

Advises attorneys on procedural matters related to the filing of pleadings, motions, writs, interaction of both a usual and unusual nature or form.

Assigns and explains work requirements to subordinate levels of supervision for new or changed programs, functions, goals, and processes.

Selects or recommends the selection of subordinate supervisors.

Establishes operating guidelines to implement procedures, methods, and other work related changes.

Studies continuing problems in the quantity and quality of work and takes or recommends necessary corrective actions.

Recommends personnel action concerning subordinate supervisors, and evaluates their performance. Performs other duties, as assigned.

**Qualifications:**

- Applicant must be a high school graduate or equivalent and must have a minimum of three years of general experience and three years specialized.
- General experience: Progressively responsible administrative, professional, investigative, technical or other responsible work which provided an opportunity to gain (a) a general knowledge of management practices and administrative processes, (b) skill in dealing with others 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, which provide opportunity to acquire a through knowledge of the basic concepts, principles, policies, and theories of management.
- Minimum of five years experience in a court setting is preferred.

**Information:**

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement or to fill the position sooner than the closing date, any of which actions may occur without any prior written notice.

The Federal Judiciary is currently operating under a Continuing Resolution (CR). This position will be filled, provided funds are made available at the conclusion of the CR or at a time the Federal Judiciary receives its annual budget for fiscal year 2006.

This position is subject to mandatory participation for payment of net salary, i.e., Direct Deposit. Employees of the United States District court are required to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request.

All positions require background checks

**\* This position is a promotional opportunity and qualified employees of the Clerks Office for the District of Wyoming are encouraged make letter of application.**

**How to apply:**

Please submit letter of application to the Clerk of Court (Current employees only)

or

Submit cover letter and resume in sealed envelope marked **CONFIDENTIAL** to:

Stephan Harris

Clerk of Court

2120 Capitol Avenue

Suite 2141

Cheyenne, Wyoming 82001

If you have any questions please call 307-433-2138

THE U.S. DISTRICT COURT OF WYOMING IS AN EQUAL OPPORTUNITY EMPLOYER