

DATE: October 31, 2016  
POSITION TITLE: Clerk of Court  
VACANCY NUMBER: 16-07  
LOCATION: Milwaukee, Wisconsin  
CLASSIFICATION LEVEL: JSP-15 — JSP-18  
SALARY: \$121,523 - \$189,779  
CLOSING DATE: January 6, 2017

## **POSITION OVERVIEW**

The United States District Court for the Eastern District of Wisconsin, which serves more than 3.4 million people residing within its twenty-eight counties, seeks a dedicated and experienced administrator to be the Clerk of Court. The Clerk of Court supports the judges of the district by overseeing and leading the court's extensive administrative and operational functions. The Clerk also assists in resolving complex and sensitive issues having a significant impact on the day-to-day functioning of the court. The Clerk reports directly to the Chief United States District Judge, and communicates regularly with the district and magistrate judges and clerk's office staff; the General Services Administration; other court executive units; federal, state, and local law enforcement agencies; the District's United States Attorney and Federal Defender; the Administrative Office of the U.S. Courts; the Office of the Circuit Executive for the Seventh Circuit; the Federal Judicial Center; bar associations; and the media. Occasional travel and public speaking may be required.

The Eastern District of Wisconsin is one of two federal districts in Wisconsin. The Eastern District has two divisions; the Milwaukee division serves twelve southeastern counties, including the Milwaukee metropolitan area, and the Green Bay division serves the sixteen northeastern counties. The main office of the Clerk of Court is located in the Milwaukee courthouse, but the Clerk must travel to the Green Bay courthouse as required. The district has five authorized district judges (four in Milwaukee and one in Green Bay), three full-time magistrate judges, twenty-eight judicial staff, and forty-two clerk's office staff.

Duties include, but are not limited to:

- Directing staff responsible for the processing of civil and criminal cases, the issuance of process, and the maintenance of official records in the custody of the court;
- Overseeing the management of the jury operations of the court and making recommendations as required to improve juror utilization;
- Overseeing the preparation of an annual budget and submitting the annual budget to the Chief Judge for approval; managing and monitoring the budget throughout the fiscal year;
- Managing staff responsible for Human Resources and overseeing the hiring, assigning, managing, and disciplining of personnel; designing and managing training programs; serving as EEO Officer for the court;
- Directing staff responsible for the court's financial functions, including purchasing, juror payments, and accounting;

- Directing staff responsible for space and facilities management and planning;
- Managing staff responsible for information technology services, statistical analysis and reporting requirements, inventory control, space planning, and facilities maintenance;
- Supervising the preparation of special studies requested by the court and preparing statistical and narrative reports;
- Overseeing public ceremonies and educational events, such as investitures, naturalizations, and retreats; and
- Working with members of the bar, the public, and government agencies on a variety of issues related to the delivery of court services.

## **QUALIFICATIONS**

**Minimum Qualifications:** To be qualified for appointment as Clerk of Court, a candidate must have a minimum of ten years of relevant experience in public service or private sector that provides the candidate with a thorough understanding of organizational, procedural, and human aspects of managing an organization. At least three of the ten years must have been in a position that required substantial management responsibility. The candidate should have demonstrated skill in leading, motivating and overseeing a diverse workforce. The candidate should have a proactive, positive approach to managing change and a creative, innovative approach to planning and problem solving in an institutional setting. The active practice of law in either the public or private sector in a position that had administrative or management responsibilities may substitute for the management experience required on a year-for-year basis. Minimum education is a B.A. or B.S. The District Clerks Manual §1.01 Statute Establishing the Office of the Clerk requires the clerk to live within the judicial district in which the clerk is employed.

**Required Experience:** The candidate must be experienced in managing multiple complex tasks with competing deadlines, and must have excellent communication and interpersonal skills with a wide range of persons. The candidate must be fluent in the use of technology, including mastery of Microsoft Office Suite.

## **HOW TO APPLY:**

1. To be assured consideration, please submit a cover letter (include vacancy number 16-07), resume, narrative statement (see below), and completed application (visit the court's website at <http://www.wied.uscourts.gov/news/employment-opportunity-clerk-court> to download the job application). Applications may be submitted via email to the judicial assistant to the Chief Judge at [Mary\\_Fisher@wied.uscourts.gov](mailto:Mary_Fisher@wied.uscourts.gov), or by mailing to the following address: Mary Fisher, Judicial Assistant to the Chief Judge, U.S. Courthouse, Jefferson Court Building, 125 S. Jefferson Street, Rm 203, Green Bay, Wisconsin 54301-4541. **Mailed applications should be marked "Confidential"**. All four documents must be submitted by the close of business on Friday, January 6, 2017. Incomplete submissions may not be considered. E-mail documents must be in PDF format. Zip files and faxes will not be accepted.

2. Applicants must also submit the following narrative statement or the application will be rejected:

Describe (1) your abilities and work experiences that exemplify your oral and written skills, and (2) your experience managing multiple priorities and a high volume of work.

The narrative statement should be separate from the resume and cover letter, include a concise description of demonstrated experience that is directly related to the duties and responsibilities for this position, and be no more than one page in length.

As a condition of employment, the selected candidate must successfully complete a ten-year background investigation, will be subject to subsequent re-investigations every five years as well as regular performance assessments, and be required to file an annual financial disclosure report.

Due to the volume of applications anticipated, the court will only communicate with those applicants who will be interviewed. Applicants scheduled to interview should advise the Human Resources staff if any accommodation will be necessary. Interviews likely will take place in Milwaukee, Wisconsin in February 2017.

### **INFORMATION FOR APPLICANTS**

The successful candidate for this position is subject to an FBI fingerprint check and background investigation. Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. The successful candidate also will be required to adhere to The Code of Conduct for Judicial Employees, which is available upon request. Travel expenses and relocation expenses may be reimbursed in accordance with the Guide to Judiciary Policy. No private law or ADR practice is permitted concurrent with the position.

#### **Interviewing Non-Citizens and Making Offers of Future Employment**

Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. §1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below.

Under 8 U.S.C. §1324(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application).

Where appropriate and necessary, the court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring

process, please notify the Human Resources Unit of the Clerk's Office at 414-297-3130. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

### **BENEFITS**

- An opportunity to serve in a rewarding public service position, providing support to judges and helping ensure equal access to the judicial system;
- Paid vacation and sick leave; eleven paid holidays per year. Vacation is determined under the Leave Act, and would begin with two weeks for employees with no federal experience;
- Extensive health, life, dental, vision, disability and long term care insurance plans;
- Both a defined benefit pension plan and a matching and tax-deferred 401K plan;
- Extensive on-line training options. Travel reimbursement for in-person training and professional conferences available, funds permitting; and
- The option of joining the Federal Court Clerks Association, a national, professional court organization founded in 1922.

The United States District Court is a smoke-free environment.

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY  
EMPLOYER, AND ENCOURAGES ALL QUALIFIED APPLICANTS TO APPLY**