



# CAREER OPPORTUNITY

## U.S. DISTRICT COURT, EASTERN DISTRICT OF MICHIGAN

### CHIEF DEPUTY OF OPERATIONS (TYPE II)

The Theodore Levin  
United States  
Courthouse

231 W. Lafayette Blvd.  
Detroit, MI 48226

[www.mied.uscourts.gov](http://www.mied.uscourts.gov)

**Vacancy Number:**  
21-21

**Posting Date:**  
August 31, 2021

**Closing Date:**  
September 30, 2021

**Duty Station:**  
Detroit, MI

**Classification Level:**  
JSP 14-16 (depending on  
qualifications)

**Minimum Salary:**  
\$119,562

**Salary Earning  
Potential:**  
\$183,300

**Anticipated Start Date:**  
November 2021

**Number of Positions  
Available:**  
1

**Position Open to:**  
All qualified candidates

#### **The Mission of the Clerk's Office:**

The mission of the Clerk's Office is to assist the Court in the timely disposition of all case matters by providing support services to schedule cases before the Court, to maintain the official record of the Court, to maintain all monetary transactions and financial records of the Court, and to maintain all jury-related operations of the Court in a manner that renders efficient, effective, and courteous service to the general public, jurors, judges, judicial staff members, the federal bar, other federal and state courts, litigants, and other governmental agencies.

The Eastern District of Michigan covers 34 counties within the eastern half of the lower peninsula with courthouses in Ann Arbor, Bay City, Detroit, Flint, and Port Huron.

The Clerk's Office currently serves 13 active judges, 7 senior judges and 7 full-time magistrate judges.

#### **How a Chief Deputy of Operations Supports the Mission:**

This position is located in the Court Operations Unit of the Clerk's Office, reporting directly to the Court Administrator/Clerk of Court. This position is one of two Chief Deputy positions within the Clerk's Office that are appointed by the Court Administrator with the approval of the Chief Judge. The Chief Deputy of Operations is a senior-level, professional, managerial position that oversees the day-to-day operation and administration of the Court Operations Unit and at the discretion of the Court Administrator/Clerk of Court may serve as second-in-command in their absence.

The employee primarily directs supervisors and ensures compliance with the appropriate Federal and State rules, Federal statutes, guidelines, policies, and approved internal procedures. This position works closely with the Chief of Administration; the IT, Court Services, Finance and Human Resources Departments; the Probation Department; the Pretrial Services Agency and various court committees. This position also works closely with the Administrative Office of the U.S. Courts, the U.S. Attorney's Office, the U.S. Marshals, the Federal Bar Association and the State Bar of Michigan. This position serves as one of the Court's certifying officers. Occasional travel inside and outside the District is required.

This position operates with a high degree of independence and may perform any of the following duties and responsibilities within the policy directives of the Court Administrator.

#### **Staff Development and Supervision**

- Supervises four direct reports, including the Case Manager Supervisor, Court Reporter Supervisor, Jury Supervisor and Operations Supervisor. This position oversees personnel matters for approximately 60 indirect reports.
- Creates and maintains a training atmosphere where continuous improvement is valued and encouraged as to all aspects of operations, especially as to the CM/ECF system.



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#### **Operations Activity**

- Provides leadership, management, and supervision for the operations of the Court Operations Unit. Oversees the business of the Court, including case processing, statistical reporting, case management, jury, custody of official court records and court reporting services.
- With approval, formulates, implements, and modifies organizational policies, which involves collaboration with Judges and other court personnel. Interprets and applies statutes, rules and operational procedures, including the Guide to Judiciary Policy. Participates in the development of court-wide policies. Assists with devising and executing strategic plans for the Clerk's Office and the Court.
- Assists the Court Administrator in the creation of strategic plans, goals and visions. Creates and implements plans for increasing operational efficiency in the Clerk's Office.
- Oversees the operation and functionality of the Court's case management electronic filing (CM/ECF), quality control, and records management systems. This includes continuous critical analysis and the development and implementation of improvements to these systems.
- Works with the Judges and Court Administrator on the development of policies/procedures to ensure quality and to improve the consistency of case processing and operations between Court divisions.

#### **Project Management:**

- Serves as project manager for the initiatives of the Court Operations Unit.
- Builds diverse project teams to include members from each area involved/affected.
- Collaborates with other departments and units of the Court during all four phases of the project life cycle: initiation, planning, execution and closure.

#### **Administrative Activity**

- Attends and support various Judges' Committee meetings as needed, such as the Clerk's Office, Rules and Ad Hoc Jury Committees. Responsibilities include the preparation of agendas, meeting materials and minutes.
- Oversees the accurate maintenance, collection and reporting of case statistics.
- Insures the complete and thorough documentation of all Clerk's Office operational policies and procedures, including docketing manuals, courtroom deputy manuals, CM/ECF guides, practice guides, training materials, and statistical manuals.
- Interacts with the Administrative Office, the Federal Judicial Center, other federal courts and court units, the bar, government agencies, and the public to resolve complex issues of practice and procedure.
- Research and analyze data, prepare comprehensive reports and presentations, and develop and implement programs.
- Arrange assistance to attorneys and their staff with electronic filing processes, procedures, and documentation.
- Manage maintenance of the jury wheel, summoning of jurors and evaluation of questionnaires, maintenance of juror attendance, juror orientation, and assignment of panels.
- Provide advice on complex matters to staff, supervisors, managers, unit executives, and judges.
- Prepares comprehensive memoranda, reports, correspondence, draft administrative orders, and proposed procedural rules.
- Performs other duties as assigned.

#### **Agency Collaboration:**

- Works with various governmental agencies on a variety of issues necessary to court activities such as data processing, fiscal and personnel.
- Works with members of the bar and the public to improve the delivery of court services.
- Develops effective working relationships with various groups and individuals outside the Court, such as bar associations, officials of other government agencies and State court officials.



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#### **Qualifications:**

Qualifications must be met at the time of application.

The successful candidate must possess:

- Excellent interpersonal skills and the ability to handle personnel matters with tact, directness, fairness and sensitivity.
- A documented track record of tangible success in the oversight and management of large projects.
- Demonstrated ability to lead with vision, articulate priorities, develop staff, and drive organizational excellence.
- A performance history that demonstrates strong organizational, prioritizing, and problem-solving skills, and solid oral and written communication skills.
- Excellent legal writing skills.

#### **Required:**

A bachelor's degree from an accredited college or university in public administration, business or a related field with a minimum of six years of progressively responsible experience, three of which qualify as general experience and three of which qualify as specialized experience.

#### **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 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.

#### **Preferred:**

- Court operations management experience.
- Experience with the federal courts' CM/ECF system.
- Experience which required knowledge, interpretation, and application of court rules, procedures and/or statutes.
- Post graduate degree in public, business or judicial administration or law degree from an accredited college or university.

#### **Background Investigation Requirements**

As a condition of employment, the selected candidate must successfully complete a ten-year background investigation and subsequent favorable suitability determination, and every five years thereafter will be subject to a re-investigation.



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#### **Procedures for Applying:**

To be assured consideration, please submit the following single-sided documents **ONLY**: a cover letter (include announcement number), resume, **and completed application Form AO-78 (include entire professional work history, adding additional pages if necessary)** to “[apply@mied.uscourts.gov](mailto:apply@mied.uscourts.gov)” by the closing date. E-mailed submission is preferred. E-mailed documents must be in Word or PDF format. Zip files and faxes will not be accepted.

Application materials that do not adhere to the Procedures for Applying may not be considered. Applicant materials submitted in addition to the required documents will not be considered or retained. Separate applications must be made to individual vacancy announcements. Travel reimbursement in connection with the selection process and/or relocation may be authorized.

Applicants who meet the minimum qualifications will be considered for the next step of the selection process, which will include three assessments: Cognitive Aptitude, Employee Personality Profile and Microsoft Office Skills.

#### **Local Benefits\*:**

Telework	Flexible/Alternate Work Schedules
Modern, On-site Fitness Center	On-site Federal Occupational Nurse
Public Transit Subsidy Reimbursement Program	Time Off with Pay for Approved Volunteer Activities

Close proximity to all downtown sporting venues, restaurants, theaters, museums, and the Detroit River Walk.

*\*when/where available*

#### **National Benefits:**

Generous Paid Time Off Program	Eleven Paid Holidays
Public Service Loan Forgiveness	Group Health, Dental, Vision and Life Insurance
Defined Benefit Pension Plan	Defined Contribution Plan (TSP) with Employer Match
Long-Term Care Insurance	Health and Dependent Flexible Spending Accounts
Commuter Benefit Program	Employee Assistance Program
Work Life Services	Virtual Judiciary Online University

#### **An Equal Opportunity Employer**

*All applicants must be a U.S. citizen or must be a lawful permanent resident (i.e., green card holder) and seeking U.S citizenship or must complete an affidavit indicating their intent to apply for citizenship when they become eligible to do so.*

*All appointments subject to FBI Fingerprint Background Check with periodic reinvestigation, if applicable.*

*Retention depends upon a favorable suitability determination.*

*All appointments also subject to mandatory electronic funds transfer.*

*All employees are required to adhere to the Code of Conduct for Judicial Employees (available for review upon request).*

*The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.*