



UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF WASHINGTON

# DISTRICT COURT EXECUTIVE / CLERK OF COURT

**ANNOUNCEMENT NUMBER**

21-WAW-08

**ANNOUNCEMENT DATE**

November 25, 2020

**CLOSING DATE**

Open until filled; preference given to resumes received by January 31, 2021.  
Position available April / May 2021; current District Court Executive retiring June 2021

The United States District Court for the Western District of Washington is seeking a dynamic, inspiring, and effective leader for the position of District Court Executive / Clerk of Court. This is an executive level management position, responsible for operational and administrative management of the Court. The District Court Executive / Clerk of Court collaborates with other districts within the Ninth Circuit and the Administrative Office on a national level.

The Western District of Washington covers the area west of the Cascade Mountains and from Oregon to the Canadian border, with courthouses in Seattle and Tacoma, Washington. The office serves twelve U.S. District Judges (active and senior), and seven Magistrate Judges. The District Court Executive serves under the direction of the Chief District Judge and is responsible for performing the statutory duties of the Office of the Clerk pursuant to 28 U.S.C. §751.

The District Court Executive acts as liaison and works cooperatively with other federal and local government agencies, bar groups, media representatives, and the public. The District Court Executive / Clerk of Court provides leadership and direction to approximately fifty staff members of the Clerk's Office, which is organized in a non-hierarchical team-based structure.

The Western District of Washington is a Shared Services district. The 22 employees in Shared Services (IT, human resources, budget, procurement, space and facilities) are employees of both the District Court and Probation and Pretrial Services. The District Court Executive and Chief Probation and Pretrial Services Officer co-manage Shared Services.

**RESPONSIBILITIES**

The District Court Executive's responsibilities include, but are not limited to:

- Working closely with the Chief Judge regarding Court administration;
- Developing innovative approaches to achieving the Court's mission;
- Managing the District Court's annual budget;
- Directing the Court's financial service function;
- Providing general assistance to the Court in the performance of day to day responsibilities;
- Analyzing and making recommendations on statutes, local rules, and procedures affecting the operation of the Court;
- Directing the processing of civil and criminal cases, the issuance of process, and the maintenance of official records in the custody of the Court;

	<ul style="list-style-type: none"> <li>• Serving as liaison for the Court to federal and local government agencies, bar groups, media representatives, and the public;</li> <li>• Overseeing the Court’s IT infrastructure and cybersecurity initiatives;</li> <li>• Ensuring comprehensive human resources services to the Court;</li> <li>• Directing development and administration of comprehensive emergency preparedness plans;</li> <li>• Coordinating statistical studies and reports as required by the Court, the Circuit, and the Administrative Office of the U.S. Courts.</li> </ul>
<b>QUALIFICATIONS</b>	<p>This position requires a minimum of ten years of progressively responsible administrative experience in public service or business. This experience provides a thorough understanding of the organizational, procedural and human aspects of managing an organization. At least three of those ten years must include substantial management experience at an executive level. Such experience typically includes financial management, space and facilities management, oversight of information technology and human resources functions, and long and short-range planning.</p>
<b>EDUCATION</b>	<p>A bachelor’s degree with an emphasis in government, public, business, or judicial administration or related field is required. A master’s degree or Juris Doctorate and management experience in the Federal Judiciary is preferred.</p>
<b>SALARY RANGE</b>	<p>Judiciary Salary Plan – Court Unit Executive  JSP 16, Step 1 – 10, \$162,923 – \$211,806  JSP 17, Step 1 – 10, \$187,114 - \$216,400  Depending on experience and qualifications.</p>
<b>PROCEDURES FOR SELECTION</b>	<p>The Court will screen all applications and the best qualified applicants will be invited for personal interviews. Travel expenses associated with interviews, if applicable, will be borne by the applicant. Some relocation expenses may be reimbursable.</p> <p>Qualified applicants are required to submit the following:</p> <ul style="list-style-type: none"> <li>• Cover letter</li> <li>• Resume detailing years of specialized experience, including management experience, functions managed, and the number and composition of personnel supervised.</li> </ul> <p>Submit completed application packets as a single Word or Acrobat .pdf document via e-mail to:</p> <p><a href="mailto:seattle_personnel@wawd.uscourts.gov">seattle_personnel@wawd.uscourts.gov</a></p> <p>Or to:</p> <p>Human Resources (#21-WAW-08)  U. S. District Court  700 Stewart Street, Suite 2218  Seattle, WA 98101</p> <p>Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States.</p>

<p><b>BACKGROUND INVESTIGATION</b></p>	<p>This is an executive level, high-sensitive position within the Judiciary. Employment is provisional pending the successful completion of a ten-year, full field OPM background investigation, and favorable suitability determination. Investigative updates are required every five years.</p> <p>The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on top candidates. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.</p> <p>The Federal Financial Management Reform Act requires direct deposit of federal wages.</p> <p>The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case by case basis.</p> <p>The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time from the original announcement, management may elect to select a candidate from the applicants who responded to the original announcement without posting the position. More than one position may be filled from this announcement.</p>
<p><b>BENEFITS</b></p>	<p>Employees of the United States District Court are considered “at will” employees. Judiciary employees participate in the Federal Employees Retirement System, Thrift Savings Plan (similar to a 401K), health and life insurance benefits, long term disability and long term care options, annual and sick leave accrual, and ten paid holidays per year. Judiciary employees are <u>not</u> covered by the Office of Personnel Management’s civil service classification system or regulations. For additional information on employment with the Federal Courts, please visit <a href="http://www.uscourts.gov">www.uscourts.gov</a>.</p>