



## United States Court of Appeals for the Third Circuit

DATE: September 18, 2017  
POSITION TITLE: Clerk of Court  
VACANCY NUMBER: CO 09/17  
LOCATION: Philadelphia, Pennsylvania  
CLASSIFICATION LEVEL: JS-16 – JS-18  
SALARY: \$150,611 – \$200,526  
CLOSING DATE: October 18, 2017

### **POSITION OVERVIEW**

The United States Court of Appeals for the Third Circuit, which serves more than 22 million people in Delaware, New Jersey, Pennsylvania, and the U.S. Virgin Islands, seeks a dedicated and experienced administrator to be the Clerk of Court. The Clerk of Court supports the judges of the Court of Appeals 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 Judge of the Court of Appeals and communicates regularly with Circuit Judges and Clerk's office staff; other court executive units; the Administrative Office of the U.S. Courts; the Federal Judicial Center; bar associations; and the media. Travel and public speaking are part of the work of the Clerk.

The Third Circuit Court of Appeals' main courthouse is in Philadelphia, with satellite Chambers in courthouses in Wilmington, Del.; Newark, N.J.; Trenton, N.J.; Scranton, PA; Erie, PA; and Pittsburgh, PA. The Circuit has 14 authorized Circuit Judges, 8 Senior Circuit Judges, and approximately 43 Clerk's office staff.

The Clerk of the Court of Appeals is a statutory position, appointment to which is by the Court. The responsibilities of the position, under the supervision of the Court, include but are not limited to the following:

- Conduct of the business of the Court, including case management, manual and electronic records maintenance, statistical reporting, special studies, and opinion publication and circulation.
- Management of a 43-person Clerk's Office staff, including hiring, supervision, training, and promotion of employees.
- Establishment and continuing maintenance of relationships with the district courts of the Circuit and with the practicing bar and governmental agencies having business before the Court.
- Working with members of the bar and the public to improve the delivery of Court services.

- As delegated by the Court, under local rules, disposition of motions filed in cases before the Court.
- Interpretation of the Federal Rules of Appellate Procedure and the Rules of the Court and explanation of same to counsel, as well as implementation thereof.
- As requested, consultation with and recommendation to the Court on all matters affecting the orderly and expeditious directing of the Court's business including, but not limited to, consultation regarding federal statutes and regulations and Administrative Office directives, policies and procedures.
- Participation in the process of planning the annual Court budget and forecasting personnel needs.

## **QUALIFICATIONS**

**Minimum Qualifications:** To be qualified for appointment as Clerk of Court, a candidate must have a minimum of 10 years of progressively responsible administrative experience in public service or the private sector that provides the candidate with a thorough understanding of organizational, procedural, and human aspects of managing an organization. At least 3 of the 10 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 and experience with the provision of court services, preferably at the federal level. 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. Minimum education is a B.A. or B.S., and a postgraduate degree from an accredited college or university or J.D. from an accredited law school is desirable. The postgraduate degree must be in public, business, or judicial administration and may be substituted for one additional year of the required general experience. A law degree may be considered as qualifying for two additional years of the required general experience, and the active practice of law in either the public or private sector in a position that had administrative or management responsibilities may substitute for required management experience on a year-for-year basis.

**Required Experience:** The candidate must be experienced in managing multiple complex tasks with competing deadlines, and have excellent communication and interpersonal skills with a wide range of persons. The candidate must be fluent in the use of technology and must be knowledgeable with the operation and maintenance of a court-based electronic case filing system.

## **HOW TO APPLY**

1. To be assured consideration, please submit a cover letter (include vacancy number CO 09/17), resume, narrative statement (see below), and **completed application** (visit the court's website at [www.ca3.uscourts.gov/appointment-forms-new-hires](http://www.ca3.uscourts.gov/appointment-forms-new-hires) to download the job application). Applications may be submitted online to [www.ca3.uscourts.gov/vacancy-announcements](http://www.ca3.uscourts.gov/vacancy-announcements) or by mailing to the following address: Circuit Executive's Office, 601 Market Street, Room 22409 U.S. Courthouse, Philadelphia, PA 19106-1790, Attn: Michelle Wulff . Mailed applications should be marked "Confidential". All four documents must be submitted by the close of business on October 18, 2017. **Incomplete submissions may not be considered.** Online documents must be in PDF format. 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 will likely take place in Philadelphia and will likely begin in October 2017.

**INFORMATION FOR APPLICANTS**

Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. The successful candidate will also be required to adhere to The Code of Conduct for Judicial Employees, which is available upon request. No private law or ADR practice is permitted concurrent with the position.

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 at 267-299-4233. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

**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).

## **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; 11 paid holidays per year. Number of vacation days is determined by years of service and/or experience.
- Extensive health, life, dental, vision, 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.
- The United States Court of Appeals for the Third Circuit is a smoke-free environment.

**THE UNITED STATES COURT OF APPEALS FOR THE THIRD CIRCUIT  
IS AN EQUAL OPPORTUNITY EMPLOYER,  
AND ENCOURAGES ALL QUALIFIED APPLICANTS TO APPLY**