

# UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



**DATE:** November 25, 2008  
**POSITION:** CHIEF DEPUTY CLERK  
**LOCATION:** 500 Pearl Street  
New York, NY 10007  
**CLASS LEVEL:** JSP-16  
**SALARY:** \$141,363 - \$158, 500  
Depending on Qualifications and Experience  
**CLOSING DATE:** January 16, 2009  
**VACANCY NO.:** 08-22

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

***DUTIES AND RESPONSIBILITIES:*** The Chief Deputy Clerk is a senior level manager who functions under the direction of the Clerk of Court and is responsible to the Clerk of the Court for the administration and supervision of the Clerk's Office. In the absence of the Clerk, the Chief Deputy assumes the duties and responsibilities of the Clerk. The Chief Deputy Clerk assists in organizational planning, development and implementation of office procedures and management of daily operations including the following: case management, public services, courtroom services, statistical analysis and reporting, information technology, financial management, budget, human resources and training. The Chief Deputy Clerk also assists the Clerk with management of the court's case management and electronic filing (CM/ECF) database, financial management systems, application of the Federal Rules of Procedure and Local Rules, long-range and strategic planning and in other duties as assigned.

***QUALIFICATIONS AND EXPERIENCE:*** Qualified candidates should have a minimum of six years of substantial supervisory experience in court management and administration in which they have gained a thorough understanding of judicial organizations including administration of automated case records management, human resources management, governmental financial accounting and education programs. Candidates must possess strong oral and written communication skills as well as strong interpersonal skills.

***EDUCATION:*** The successful candidates must have at a minimum a bachelor's degree in a related field from an accredited college or university. A master's degree, relevant post graduate certification or a Juris Doctor (J.D.) degree is very strongly preferred and may be substituted for up to 2 years of professional experience.

Applicants must be U.S. citizens or eligible to work in the United States.

***APPLICATION PROCEDURE:*** To be considered for this position, please submit a resume detailing your education and work experience and a cover letter. The cover letter should indicate the position for which you are applying, and identify how your education and/or experience relate to the duties and responsibilities of the position. **Resumes without the cover letter addressing the qualifications will not be considered.**

**PLEASE SUBMIT YOUR RESUME AND COVER LETTER TO:  
U.S. District Court/Southern District of New York  
500 Pearl Street  
Human Resources Suite 820  
New York, NY 10007**

**THIS POSITION IS SUBJECT TO MANDATORY ELECTRONIC FUNDS TRANSFER FOR PAYMENT OF NET PAY**

***THE SUCCESSFUL CANDIDATE FOR THE POSITION IS SUBJECT TO A BACKGROUND CHECK.***