

Career Opportunity

Position: Division Manager

Vacancy Number: 26-15

Location: Lubbock, TX

Closing Date: Open Until Filled

Starting Salary/Range: CL-29/CL-30

\$85,141-\$163,535*

**Depending upon qualifications and experience*

Position Overview:

The United States District Court for the Northern District of Texas is recruiting for a Division Manager of the U.S. District Clerk's Office. The Division Manager provides leadership and direction to the Abilene, Amarillo, and San Angelo Divisions of the District Clerk's Office and is also responsible for day-to-day management of the Lubbock Division. As a member of the District Clerk's Office senior management team, the Division Manager serves an important role as liaison with federal district and magistrate judges and their chambers, the public, and other governmental entities, such as the U.S. Attorney's Office, Federal Public Defender's Office, U.S. Marshals Service, Federal Protective Service, and General Services Administration in matters affecting Court operations. The Division Manager also helps ensure compliance with internal controls and recommends, establishes, and implements both long- and short-term goals under the Clerk's Office strategic plan.

Responsibilities:

- Manages staff to ensure timely and effective operational practices in court services (records, intake, docket, cashiering, financial reconciliation), courtroom deputy services, and jury/naturalization administration.
- Ensures compliance in West Texas operations with relevant laws, judiciary policies, and local internal operating procedures.
- Continually evaluates procedures in West Texas operations and identifies ways to improve the quality and effectiveness of the work performed.
- Makes recommendations on personnel actions, such as selections, promotions, reassignments, disciplinary actions, and separations.
- Identifies the needs of West Texas division personnel for training and ensures that relevant training is provided.
- Assists in the development and presentation of training for attorneys, staff, chambers, and the public throughout the district.
- Periodically evaluates website content as it relates to West Texas operations to ensure that information is current and accurate.



U.S. District Court for the Northern District of Texas

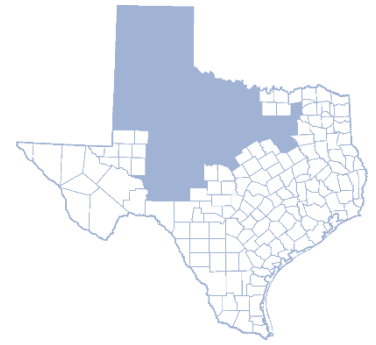
The Northern District of Texas is made up of 100 of the 254 counties in Texas.

Nine of the cities in the district are among the top twenty most populous cities in Texas. Two of the cities, Dallas and Fort Worth, are in the top twenty most populous cities in the country.

Geographically, the district encompasses more than 96,000 square miles, making it the largest land area federal district in the country, except for those that encompass an entire state.

Many of the nation's Fortune 500 companies are either headquartered or have a major presence in the Dallas/Fort Worth Metroplex.

- Assists with security and facility issues, including occupant emergency plans, for the West Texas divisions. Serves as Facility Security Committee (FSC) chairperson when designated to do so and assists with national policy compliance as it relates to building security.
- Periodically travels to West Texas divisions to meet with judges, staff, and non-judiciary stakeholders. Schedules annual awards ceremonies and other events for the West Texas divisions. Travels infrequently to Dallas for in-person senior management meetings; may travel out of the district for training, association conferences, or meetings.



Qualifications:

The incumbent must have at least four years of progressively responsible court operations or other relevant legal experience. The incumbent must further possess the abilities to solve problems and make sound decisions within the context of the Court's professional standards, broad policies, and strategic goals. An advanced and thorough knowledge of federal judiciary policies and procedures is preferred. A bachelor's degree from an accredited college or university in business administration, legal studies, public administration, political science, criminal justice, or a related field is required. An advanced degree is preferred.

Benefits:

The United States District Court falls within the Judicial Branch of the U.S. Government. Policy for the Judicial Branch is determined by the Judicial Conference of the United States. Appointments in the District Clerk's Office are made by the Clerk of Court under authority of 28 U.S.C. § 751. Benefits include participation in the Federal Employees' Retirement System which contributes to the Social Security Retirement Program, Federal Employees' Health Benefits, Federal Employees' Group Life Insurance, Thrifts Savings Plan (like a 401(k) plan, with employer matching contributions), 11 paid federal holidays and annual/sick leave accrual.

An overview of Federal Judiciary benefits is accessible at:

<http://www.uscourts.gov/careers/benefits>

Other:

Employees of the U.S. District Court for the Northern District of Texas are excepted service appointments. Employees are considered at will and are not covered by federal civil service classifications or regulations. Immigration law requires public employers to hire individuals who are lawful permanent residents (i.e., green card holder) seeking U.S. citizenship. Employees must adhere to the Judiciary Code of Ethics and Conduct.

Due to the high volume of applicants received, the Court will only communicate with applicants who will be considered for interviews. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

Candidates who are selected for employment in the judiciary must successfully pass a background check or investigation as a condition of employment. The background check will include, at a minimum, an FBI fingerprint check. Full field investigations will be conducted on positions that are classified as high-sensitive. Once employed, the candidate may be subject to periodic background investigation updates.

The Court is an Equal Opportunity Employer:

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 without prior notice. The U.S. District Court requires employees to adhere to a Code of Ethics and Conduct. **This court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative.** Decisions on granting reasonable accommodations will be made on a case-by-case basis.

How to Apply

Qualified applicants must submit a cover letter, detailed resume, and salary history to Human Resources by emailing the items. The subject line must include: "26-15."

Email Address:

humanresources@txnd.uscourts.gov



Visit Our Website:

www.txnd.uscourts.gov