

UNITED STATES JUDICIAL PANEL
on
MULTIDISTRICT LITIGATION

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United States District Court
Eastern District of Louisiana

Ellen Segal Huvelle
United States District Court
District of District of Columbia

R. David Proctor
United States District Court
Northern District of Alabama

DIRECT REPLY TO:

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Clerk of the Panel
One Columbus Circle, NE
Thurgood Marshall Federal
Judiciary Building
Room G-255, North Lobby
Washington, D.C. 20002

Telephone: [202] 502-2800
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<http://www.jpml.uscourts.gov>

VACANCY ANNOUNCEMENT
JPML No. 14-01

Position: Operations Supervisor
Classification Level: CL-27/CL-28
Salary Range: \$50,451 pa - \$98,339* pa

**Salary commensurate with experience
and qualifications*

Opening Date: September 18, 2014

Closing Date: October 3, 2014

Location: Washington, DC

POSITION OVERVIEW: This position is located in the Clerk's Office of the U.S. Judicial Panel on Multidistrict Litigation (Panel). The Panel was created by Congress in 1968. The statute (28 U.S.C. § 1407) provides that the Panel shall consist of seven Article III judges appointed by the Chief Justice, each of whom must reside in a different Circuit. The statute gives the Panel the authority to "centralize" related actions pending in different districts by ordering the transfer of all such actions into a single district for pretrial management.

The position deals with the day-to-day oversight and technical supervision of the court operations support staff and the case management system, which includes the functional areas of docketing, intake, filing, processing of new motion openings, and Case Management/ Electronic Case Files (CM/ECF). The Operations Supervisor reports to the Chief Deputy Clerk.

DUTIES AND RESPONSIBILITIES: Duties include, but are not limited to, the following:

(1) Oversees the functions and performance of the court operations staff ensuring compliance with requirements and policies. Plans and organizes work to be accomplished by court operations staff performing daily operations of the Clerk's Office, fostering a sense of teamwork and customer service.

(2) Monitors progress of the work of court operations staff and coordinates distribution of work adjusting assignments, as needed, to ensure office coverage. Evaluates and reviews work completed by Court operations staff and provides feedback. Develops and solicits recommendations from court operations staff to increase productivity and/or quality of work. Performs duties of court operations staff when necessary due to absences, peak workloads, or other factors.

(3) Maintains up-to-date knowledge of Case Management/Electronic Case File (CM/ECF) system and other new procedures affecting diversification of duties among court operations staff.

(4) Utilizes established policies and procedures to make independent decisions to resolve problems, questions, and daily court issues based on knowledge and experience. Recommends operating guidelines to implement procedures, methods and other work-related changes. Makes recommendations to management to improve the effectiveness of the operations of the court.

(5) Reviews other courts' orders involving matters before the Panel and submissions from counsel to determine if action is required. Responds to requests by internal and external customers for specific information relative to rules, filing procedures, document distribution, and civil activity.

(6) Ability to be a team player with a positive attitude, supportive of management policies and procedures. Provides assistance to management in identifying manning requirements, training needs, conducts training, and assists in establishing performance standards. Performs other duties assigned.

GENERAL QUALIFICATIONS: At least one year of experience must have been at, or equivalent to, the next lower grade in the federal service for which the individual is being considered.

SPECIALIZED EXPERIENCE: *Prior supervisory and federal court operations experience (to include CM/ECF) desirable.* Three years of progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to (1) gain skills in developing interpersonal work relationships needed to lead a team of employees; (2) the ability to exercise mature judgment; (3) knowledge of basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the court unit involved, and (4) the ability to maintain confidentiality and consistently demonstrate sound ethics.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs): Applicants must provide a narrative statement addressing the factors listed below: Each factor should be addressed separately. **(MANDATORY)**

- (1) Prior supervisory skills and experience in a court and/or professional legal office environment;
- (2) Ability and skills in problem solving;
- (3) Skills and ability to communicate effectively orally and in writing; and
- (4) Skills and knowledge of basic concepts, principles and theories of management and the ability to understand managerial policies in a professional office environment.

EDUCATION: Minimum high school graduate or equivalent required. Bachelor's degree from an accredited college or university preferred.

OTHER: The Panel is a statutory court under federal jurisdiction. Employees of the Panel are not included in the federal civil service classification but are under an excepted appointment and, therefore, serve at will and can be terminated with or without cause by the Panel. Applicants must be U.S. citizens or eligible to work in the U.S. Panel employees are subject to a mandatory Electronic Funds Transfer program (EFT) for payroll deposit.

PAY SYSTEM AND BENEFITS: Positions are classified on the Court Personnel System and employees receive benefits similar to civil service employees with incremental step increases. Benefits include retirement, eligibility for health insurance, life insurance, long term care insurance, Thrift Savings Plan, flexible benefits program, transit subsidy program, paid federal holidays, annual and sick leave, economic cost increases and locality pay increases. Appointees are subject to a one-year probationary period.

HOW TO APPLY: Submit a résumé and/or AO 78 (if submitting only a résumé, it must address all questions enumerated on AO 78, including salary history). The AO 78 can be obtained at <http://www.uscourts.gov>, click Library at the bottom of the page, click on Forms and then click on AO 078. All applications must be dated, and bear an original signature, and include the JPML vacancy number. Mail or hand-deliver completed application packet to the following address:

**Judicial Panel on Multidistrict Litigation
Attn: Operations Supervisor Vacancy JPML No. 14-01
One Columbus Circle, NE
Room G-255, North Lobby
Washington, D.C. 20002**

Applications received in a postage paid agency envelope (penalty mail) will not be considered. Incomplete applications, applications via e-mail, and faxes will not be considered. Receipt of individual applications will not be acknowledged. The Panel will communicate only with those applicants invited for an interview. Applicants selected for interviews must travel at their own expense.

DEADLINE FOR APPLICATIONS: Application materials that are mailed must be post marked by (or if hand delivered, received by) October 3, 2014, for consideration.

NOTE: APPLICATIONS AND ENCLOSURES WILL NOT BE RETURNED.

The Judicial Panel on Multidistrict Litigation is an Equal Opportunity Employer.