



UNITED STATES OF AMERICA
JUDICIAL PANEL ON MULTIDISTRICT LITIGATION
ONE COLUMBUS CIRCLE, NE
RM. G-255, NORTH LOBBY
WASHINGTON, D.C. 20544
Website www.jpml.uscourts.gov

VACANCY ANNOUNCEMENT

Position:	Chief Deputy Clerk (Type II)
Vacancy Announcement Number:	19-02 JPML-CDC
Location:	Washington, District of Columbia
Salary Range:	JSP-14/15 (\$114,590-\$164,200)
Date Posted:	April 5, 2019
Closing Date:	Open Until Filled (Priority Consideration will be given to applications received by May 3, 2019.)

Position Overview

The United States Judicial Panel on Multidistrict Litigation is accepting applications for the full-time, permanent position of Chief Deputy Clerk (Type II). The Chief Deputy Clerk is a senior-level management position that reports directly to the Clerk of the Panel. In the absence of the Clerk, the incumbent assumes the functions and responsibilities of the Clerk. The Chief Deputy is directly responsible for the supervision and management of the Clerk's office, including such areas as intake, data processing, records management, budgeting, purchasing/procurement, quality assurance and personnel. The Chief Deputy works closely with the management team and all staff.

The Panel is a statutory national court under federal jurisdiction and is governed principally by 28 U.S.C. § 1407. It was created by Congress in 1968. The statute 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 Panel is headquartered in Washington, D.C.

Representative Duties

The Chief Deputy Clerk will exercise such administrative powers and perform such duties as may be delegated by the Clerk of the Panel and the Panel Executive, including but not limited to the following:

- Manage and assign staff responsible for the processing of multidistrict litigations;
- Manage and oversee case management and case filing;

- Work closely with the Clerk of the Panel, Panel Executive, managers and other staff to develop, implement, and refine Panel Rules of Procedure, office policies, procedures, and programs to enhance productivity;
- Assist with development and implementation of policies for property management and procurement of goods and services;
- Advise attorneys on procedural matters related to the filing of motions and pleadings;
- Interact with district courts throughout the nation to advise on Panel procedures and the efficient and orderly transfer of cases between district courts;
- Assist with development, administration, execution and monitoring of the budget and spending plan;
- Conduct specialized studies as directed. Prepare comprehensive memoranda, reports, correspondence, administrative orders, etc.;
- Analyze the overall flow of multidistrict litigation filings to ensure efficiency and conduct periodic internal management and fiscal reviews;
- Select or recommend selection of subordinate supervisors. Recommend personnel action concerning subordinates, and evaluate their performance;
- Perform other duties as assigned.

Qualifications Requirements

To be qualified for appointment, a full-time, two-year commitment is required.

Candidates must meet the following standards:

General: Applicants must have 3 years of general experience and, in addition, must have 4 years of specialized experience, preferably with substantial management responsibility.

General: Progressively responsible administrative, professional, technical or other responsible work which provided an opportunity to gain (a) a general knowledge of management practices and administrative processes, (b) skill in dealing with others in person-to-person work relationships and (c) the ability to exercise mature judgment.

Specialized: Progressively responsible experience in administrative, supervisory, managerial, or professional work, which provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of management and court administration. Note: One year of the required specialized experience must have been at, or equivalent to, the next lower grade in the federal service.

Preferred Experience

- (1) Desired attributes include familiarity with Panel practice, and academic and/or professional achievement in management and/or a related field.

The preferred candidate also will have:

- (2) Prior managerial experience in the federal judiciary, including operational knowledge of the courts and CM/ECF/information technology.
- (3) Strong analytical, written and oral communications, and interpersonal skills.
- (4) Excellent computer skills including a working knowledge of networks.
- (5) Excellent organizational and management skills.
- (6) Experience and tenure in leading teams and evaluating work processes and organizational impact.

Educational/Experience Equivalents

A bachelor's degree from a college or university of recognized standing is required. A graduate degree in law, public, business, or court administration or other applicable field is preferred. A postgraduate degree in law, or public, business or judicial administration from such a college or university may be substituted on a year-for-year basis for up to three years of the required general experience.

Pay System and Benefits

The Judicial Panel on Multidistrict Litigation falls within the Judicial Branch of the U.S. Government. Panel employees are "Excepted Service Appointments". Excepted Service Appointments are "At-Will" and can be terminated with or without cause by the Panel at any time. Federal Government Civil Service classifications or regulations do not apply. This position is classified under the Judiciary Salary Plan (JSP). Panel employees are subject to mandatory Electronic Funds Transfer (EFT) for payroll deposit.

Full-time employees are eligible for a full range of benefits such as paid vacation and sick leave, paid holidays, retirement benefits that include a defined contribution program and the Thrift Savings Plan (TSP). TSP is a 401(k) equivalent program that includes matching contributions. Additional benefits include health and life insurance, disability and long-term care insurance, dental and vision insurance, a Flexible Benefits Program which includes medical and dependent care reimbursement, and transit subsidy program.

Background Check:

An incumbent not already employed by the Judiciary will be considered provisional pending successful completion of a ten-year full-field OPM background investigation. Every five years, thereafter, the position requires an updated investigation. Employees must adhere to the Code of Conduct for Judicial Employees, which is available upon request.

Selection Process

Only qualified applicants will be considered. Incomplete applications may not be considered. The Panel does not pay travel expenses for interviews. The Panel reserves the right to modify the conditions of this job announcement or to withdraw the announcement without prior written or other notice. All information provided by applicants is subject to verification and background investigation. False statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

How to Apply

Send all attachments in one email message. All attachments must be in Adobe Acrobat (.pdf) format.

Applications must be received by: **Open Until Filled (Priority Consideration will be given to applications received by May 3, 2019.)**

Email address: *JPML-Clerk@jpml.uscourts.gov*

Subject Line: 19-02 JPML-CDC

Attachments: (1) Cover letter, (2) Resume, (3) Contact information for three professional references, and (4) Completed "Application for the Judicial Branch Employment" ([AO 78](#)).

The cover letter must be three pages or less and should describe the depth of your management experience in staffing, budget and project management, human resources, procurement and information technology. It also should describe any other skills and training that qualify you to perform the duties of the Chief Deputy Clerk.

The resume should include years of specialized managerial experience, dates of employment, salary history, functions managed and composition of the personnel managed.

Questions may be addressed to Glenda Magruder, Administrative Officer, at (202) 502-2800.

The Federal Courts practices zero tolerance for illegal drug use.

Those applicants selected for further consideration may be subject to testing.

Applicants must be a United States Citizen or eligible to work in the United States.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.