



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: Clerk of the Panel
Vacancy Announcement Number: 19JPML-CLK-1
Location: Washington, District of Columbia
Salary Range: JSP-16 (\$158,082-\$205,511)
Date Posted: January 28, 2019
Closing Date: February 25, 2019

Position Overview

The United States Judicial Panel on Multidistrict Litigation is accepting applications for the full-time, permanent position of Clerk of the Panel. The clerk reports to the Panel Executive. The clerk has delegated authority for managing the Panel's programmatic areas and supervises operations of the clerk's office, including such responsibilities as case and records management, budgeting, financial planning, statistical reporting, personnel management, and automation. The clerk's office presently includes 19 employees.

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 Clerk's duties include, but are not limited to the following:

- Consults with and makes recommendations to the Panel Executive regarding Panel policies and procedures;
- Analyzes statutes, local rules, and procedures affecting the operations of the Panel;
- Manages clerk's office personnel, including staff responsible for case management operations, and designs and manages training programs;

- Oversees additional administrative functions, such as statistical analysis and reporting requirements, and human resources management;
- Prepares and manages the Panel's annual budget;
- Acts as certifying and disbursing officer, and directs the Panel's financial functions including contracting, purchasing, disbursing, and accounting;
- Responsible for the issuance of process and maintenance of official records in the custody of the Panel;
- Manages staff responsible for automation and information technology services, including electronic case filing system (CM/ECF);
- Provides logistical planning support for Panel hearings and annual judicial conference.
- Serves as liaison to the Administrative Office of the U.S. Courts for administrative and facilities related activities;
- Responds to queries from the judiciary, the bar, and the public about Panel procedural operations;
- Performs other related duties as required by the Panel Executive.

Qualifications Requirements

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

Candidates must meet the following standards:

General: Applications must have ten years of progressively responsible legal or administrative experience in public service or business that provides a thorough understanding of the organizational, procedural, and human aspects of managing an organization.

Management Responsibility: At least three of the ten years' experience must have been in a position of substantial management responsibility, defined below.

Substantial Management Experience

Substantial management experience is high-level administrative experience that provided a thorough understanding of the organizational, procedural, and human aspects of managing an organization. Such experience typically includes financial management, space and facilities management, oversight of the information technology and human resources functions, and long and short-range planning.

Preferred Experience

Desired attributes include familiarity with Panel practice, a law degree, and academic and professional achievement in law, management and/or a related field.

The preferred candidate also will have:

- (1) Prior managerial experience in the federal judiciary, including operational knowledge of the courts, financial management, human resources management, and CM/ECF/information technology.
- (2) Strong analytical, written and oral communications, and interpersonal skills.

- (3) Excellent computer skills including a working knowledge of networks sufficient to oversee the management of the Panel's automation needs.
- (4) Excellent organizational and management skills.
- (5) Experience and tenure in leading teams, managing budgets and financial plans, 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 law degree 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-CUE). 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 WordPerfect (.wpd) or Adobe Acrobat (.pdf) format.

Applications must be received by February 25, 2019.

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

Subject Line: 19JPML-CLK-1

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 Clerk of the Panel.

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.