



# United States District Court District of Montana

## Vacancy Announcement 10D:2021

**POSITION:** Divisional Supervisor

**DATE OPEN:** October 22, 2021

**CLOSING DATE:** November 22, 2021

**APPOINTMENT DATE:** Flexible

**DUTY STATION:** Missoula, Montana

**SALARY RANGE:** CL 27-28, depending on experience \$51,709 - \$100,739\*

\*Starting grade and pay will be determined based on experience and qualifications. The individual chosen for this position may be eligible for future promotion up to the target grade without competition.

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### **Summary and Representative Duties:**

The Divisional Supervisor will perform supervisory work related to the full range of court operations for the Missoula office of the consolidated clerk's office of the U.S. District and Bankruptcy Courts for the District of Montana. The incumbent will be the first-line supervisor for approximately four staff, and oversee multiple areas of court operations, including intake, case administration, records and mail management, courtroom support, finance and procurement support, and judicial support. The Missoula clerk's office provides support for two District Court Judges, the Bankruptcy Court Chief Judge, and one Magistrate Judge.

- Demonstrate and create an environment of teamwork, excellent customer service, and support for the court. Supervise employees involved in operational activities (courtroom deputies/case managers), including schedule office coverage, court coverage, court reporter coverage, and interpreter coverage. Delegate and prioritize workload, assist in developing work standards, implement staff procedures, conduct staff meetings, and identify problems and resolve disputes.

- Prepare and analyze case management reports. Assess data from a variety of quality control reports for adherence to quality assurance standards. Conduct employee performance evaluations and make recommendations regarding employee appointments, promotions, and separations.
- Assist attorneys and the public by telephone and in person providing information regarding case status, archive information, and CM/ECF instruction. Provide training or assistance to employees performing case administration duties. Act as a liaison between the clerk's office, chambers, the bar, the public, and the judges to ensure that cases proceed smoothly and efficiently.
- Periodically perform a full range of courtroom duties including attend court sessions, set up the courtroom, calendar and case management, exhibit maintenance and control, electronically record court proceedings, review the quality of electronically filed documents, and docket orders, pleadings, judgments, and minutes.
- Supervise receipt, reconciliation, and deposit of funds, control of vault access and contents, custodial responsibility for divisional office financial records, and the review of mail logs.
- Participate as a member of the management team in the formulation, implementation, and assessment of district-wide practices, policies, and procedures. Assist in defining and creating long- and short-term goals regarding the efficient functioning of the divisional office and implementing and monitoring strategic plans for the accomplishment of goals. Participate and/or lead committees and working groups.
- Communicate and respond to management requests regarding operations. Answer procedural questions for judges, staff, and the public. Provide customer service while complying with regulations, rules, and procedures.

**Qualifications:**

Minimum requirements: High school diploma (or equivalent) and four years of progressively responsible operational or administrative work experience.

Preferred qualifications: Bachelor's degree, knowledge of federal judiciary processes and systems, or supervisory or project management experience. Preference will be given to applicants with previous work experience in the legal field, a law firm, or court.

**Conditions of Employment:**

The selectee will be subject to an FBI background check (fingerprints). Employment will be considered provisional until the FBI background check is completed. Selectees must be a United States citizen or meet appropriations law citizenship requirements for federal employment.

Employees of the federal judiciary must adhere to all Judicial Conference regulations, must follow the policies outlined in the *Guide to Judicial Policy*, and are bound by the ethical standards established by the chief judge and the *Code of Conduct for Judicial Employees*.

Employees of the federal judiciary are considered at will employees and are not covered by the Office of Personnel Management's civil service classification system or regulations. Employees are required to use electronic fund transfer for payroll (direct deposit).

**Application Procedure:**

Qualified applicants should submit by email only the following materials in PDF format:

- A letter of application summarizing the applicant's qualifications;
- A current resume detailing relevant experience, dates of employment, and functions managed.
- A completed application for judicial branch employment, form AO-78. (Note: the last page of the AO-78 requires a conventional signature);
- A list of at least three professional references.

**Online Application Portal:**

<https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=p4ezazbn&pos=10D2021>

Please contact Susie Johnston, if you require alternative application submission options at 406-542-7113 or email [Susanne.Johnston@mtd.uscourts.gov](mailto:Susanne.Johnston@mtd.uscourts.gov). The Court will provide acknowledgement of received applications via the portal, confirmation will be provided immediately following a successful submission. Due to the expected volume of applications further communication will be limited to those applicants chosen for additional screening and/or interviews.

*The United States Courts are an Equal Opportunity Employer.*