

# UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT



## POSITION VACANCY ANNOUNCEMENT

<b><u>Vacancy #:</u></b>	CAFC-26-11
<b><u>Closing Date:</u></b>	April 24, 2025
<b><u>Position Title:</u></b>	Chief Deputy Clerk
<b><u>Grade/Salary:</u></b>	JSP 14 (\$143,913 - \$187,903) Promotion up to the JSP 15 may occur without further posting or competition. Salary determined by qualifications and experience as outlined below under "Required Qualifications".
<b><u>Position Location:</u></b>	U.S. Court of Appeals for the Federal Circuit 717 Madison Place, NW, Washington, DC 20439

### **About the Federal Circuit**

The U.S. Court of Appeals for the Federal Circuit operates with distinctive characteristics that set it apart from other federal circuit courts. First, the court exercises nationwide appellate jurisdiction over specialized subject matter rather than regional geographic jurisdiction, which creates unique operational and case management requirements. Second, the court receives its appropriation directly from Congress rather than through the Administrative Office of the U.S. Courts, providing greater budget autonomy and requiring independent financial management. Finally, the Circuit Executive serves in the dual capacity of Circuit Executive and Clerk of Court, consolidating executive administrative authority over both administrative services and court operations under unified leadership, enabling greater integrated services and coordination across court offices. Overall, these distinctive features create an environment where innovation, strategic thinking, and operational excellence are essential to mission success.

### **The Opportunity**

The Federal Circuit seeks an experienced manager to serve as Chief Deputy Clerk, the senior deputy and manager of the Clerk's Office. This is a unique opportunity to shape judicial administration at a court with nationwide jurisdiction in specialized areas including patents, international trade, government contracts, veterans' benefits, and federal personnel matters.

Reporting to the Circuit Executive and Clerk of Court (Circuit Executive), the Chief Deputy Clerk leads the day-to-day operations of the Clerk's Office, directs its supervisory team, and drives service delivery across the office's core functions. The position works closely with the Deputy Circuit Executive, who oversees administrative services for the court, to ensure integrated operations across offices.

The Circuit Executive and court staff are actively implementing a multi-year strategic plan focused on formalizing processes, enhancing performance measurement systems, and leveraging technology to enhance operations. The successful candidate will help advance these transformation initiatives within the Clerk's Office while managing day-to-day operations for a specialized appellate court serving the entire nation.

## Position Overview

The Clerk's Office mission is to impartially facilitate the progression of cases and faithfully preserve the court's record. As the public face of the court, the Clerk's Office serves as the principal point of contact for the legal community, litigants, and the public. To fulfill this constitutional responsibility, the Chief Deputy Clerk provides deputy executive operational leadership across three core domains.

- 1. Strategic Leadership of the Clerk's Office.** Serve as deputy to the Circuit Executive for Clerk's Office matters, participate in the court's executive leadership team, and act for the Circuit Executive on routine Clerk's Office matters during the Circuit Executive's absence. Translate the court's strategic plan and the Circuit Executive's priorities into Clerk's Office goals, objectives, and measurable outcomes. Advise the Circuit Executive on Clerk's Office policy, operational effectiveness, and organizational improvements.
- 2. Operational Excellence and Service Delivery.** Provide daily executive leadership of the Clerk's Office and its two primary service areas: Case Management Services (case processing, docketing, records management) and Judicial and Public Services (attorney services, courtroom operations). Directly supervise four Clerk's Office staff, including two first-line supervisors who in turn lead the line staff of the office. Champion quality management systems within the office and drive continuous improvement initiatives ensuring consistent, high-quality service.
- 3. Operational Policy, Rules, and Procedural Guidance.** Develop and recommend Clerk's Office operational policies and case-related procedural guidance to the Circuit Executive. Staff the court's Rules Committee and chair the staff Rules and Operations Working Group. Provide expert guidance on the application of the Federal Rules of Appellate Procedure and local rules in cases filed with the court, and coordinate implementation of adopted rule changes within the office.

The successful candidate will be a deputy executive who can balance strategic direction with operational discipline daily execution with continuous improvement, build collaborative relationships within the office and across the court, and maintain the court's commitment to quality and excellence.

This appointment is expected to commence in June 2026 with some flexibility for the right candidate.

## Key Responsibilities

Representative duties may be adjusted based on the operational needs of the court and Clerk's Office.

- **Strategic Leadership and Coordination:** Provide executive-level operational leadership in the Clerk's Office, ensuring compliance with federal regulations, judiciary policies, and ethical standards including the Guide to Judiciary Policy, Code of Conduct for Judicial Employees, and court confidentiality requirements. Advise the Circuit Executive on Clerk's Office policy matters, operational effectiveness, and strategic improvements. Exercise executive authority for routine Clerk's Office decisions and assume complete authority over Clerk's Office operations during the Circuit Executive's absence, including after-hours and emergency situations. Share certifying officer authority on rotation, personally approving court expenditures with full accountability. Participate in executive coordination meetings ensuring strategic alignment and resource allocation in the areas of budget development and execution, procurement planning, facilities management, technology infrastructure, and policy development.
- **Operational Management and Records Custody:** Direct comprehensive case management operations including end-to-end processing across specialized service areas. Exercise direct supervision over managers who head organizational units within the Clerk's Office. Oversee receipt, handling, maintenance, storage, and control of all official records received in, created by, or processed through the Clerk's Office. Coordinate with Circuit Executive's Office on financial

operations including fee collection and financial reporting; serve as administrator of nonappropriated funds. Coordinate office personnel management in collaboration with Human Resources.

- **Stakeholder Engagement and Public Service:** Lead external stakeholder engagement initiatives ensuring exceptional service to attorneys, litigants, government agencies, and the public. Communicate and respond to judges, chambers staff, and management requests regarding court operations. Answer procedural questions for judges, staff, and the public regarding case processing, filing requirements, and court procedures. Interact effectively with the public and staff, providing excellent customer service and resolving difficulties efficiently while complying with regulations, rules, and procedures.
- **Policy Development and Procedural Management:** Develop and recommend Clerk's Office operational policies and case-related procedural guidance to the Circuit Executive. Research and clarify interpretation of rules, regulations, and operational requirements to inform policy decisions. Staff the court's Rules Committee and chair the staff Rules and Operations Working Group. Develop and supervise guidelines by which the Federal Rules of Appellate Procedure and local rules are applied in cases filed with the court. Provide expert guidance on complex rules interpretation, recommend decisions on novel procedural matters, and serve as principal advisor on rules compliance and procedural questions. Coordinate implementation of adopted rule changes including staff training, procedure updates, and system modifications.
- **Quality Assurance and Performance Management:** Establish quality assurance systems over Clerk's Office work product; establish and ensure product standards are met through consultation with the Circuit Executive. Collaborate with the Circuit Executive's Office on establishing quality management systems, service standards, and performance benchmarks. Implement quality assurance programs including process audits, error analysis, and continuous improvement initiatives. Champion operational risk management, identifying and mitigating risks related to case processing, data integrity, security, and service delivery.
- **Statistical Reporting and Data Management:** Direct creation and submission of statistical data and management information reflecting court workload and case progression. Oversee preparation of statistical reports to the Administrative Office of the U.S. Courts and Federal Judicial Center on behalf of the court. Lead Data Quality Services including court-wide analytics, data governance, performance measurement systems, and internal auditing. Ensure accuracy of information disseminated by the office.

## **Required Qualifications**

### **Education**

At a minimum, candidates must possess a bachelor's degree from an accredited college or university.

### **Specialized Experience**

- **JSP-14:** Candidates must have a minimum of five (5) years of progressively responsible administrative experience that provided a general understanding of management practices and administrative processes, skill in dealing with others in person-to-person work relationships, and the ability to exercise mature judgment. At least two (2) of the five (5) years of experience must have been supervisory or managerial professional work that provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of management. Two years of administrative experience may be substituted by completion of a postgraduate degree such as a Juris Doctor (JD), Master of Public Administration (MPA), Master of Business Administration (MBA), or other closely related field from an accredited college or university.

## **Required Competencies**

Candidates must demonstrate the following competencies through their application materials.

- Executive presence with demonstrated ability to lead diverse teams and manage complex organizations.
- Strategic thinking and ability to translate vision into actionable plans and measurable outcomes.
- Exceptional communication skills, both written and oral, with ability to engage effectively across all organizational levels.
- Strong analytical and problem-solving capabilities with data-driven decision-making approach.
- Proven track record in change management and driving organizational transformation.
- Financial acumen and experience with budget management and resource allocation.
- Commitment to quality, continuous improvement, and operational excellence.
- High ethical standards, sound judgment, and ability to maintain confidentiality.
- Ability to facilitate, mediate, and negotiate complex and sensitive matters with senior officials/judges, managers, and staff.

## **Preferred Qualifications**

- Prior supervisory or management experience at either a federal, state, military, tribal or administrative court.
- Completion of a postgraduate degree such as a JD, MPA, MBA, or related field.
- Completion of a court executive certification from the National Center for State Courts or other relevant professional certification.
- Prior experience engaging in or leading process improvement efforts or projects.
- Experience developing and implementing strategic plans or organizational improvement initiatives.
- Experience supporting case management systems, digital transformation projects, or technology upgrades within a court or similar environment.

## **Additional Requirements**

- This is an on-site position in downtown Washington, DC. Regular telework is not available. Limited ad hoc telework may be available on a case-by-case basis consistent with court policy.
- Working hours must incorporate the core public hours of 8:30 a.m. to 4:30 p.m., and alternative work schedules are not available. The position requires flexibility to work occasional evenings, weekends, and holidays as operational needs dictate with little notice.
- As the senior manager over the Clerk's Office, the position requires availability for on-call emergency response and business continuity situations to ensure uninterrupted court operations and executive leadership presence. Periodic travel may be required for professional development, judiciary conferences and meetings, or court business.

## **Why Work at the Federal Circuit**

The Federal Circuit offers a distinctive opportunity to lead operational excellence at a court recognized nationally for innovation in judicial administration. The Clerk's Office has received multiple national honors, including the first American government organization to be certified under national ANSI standards for evaluating quality government operations and the federal government-wide W. Edwards Deming Outstanding Training Award for case management training innovations that improved efficiency and accuracy.

Guided by the vision to be "a model of court operational excellence, a team of resourceful and accountable public servants that meet and exceed customer needs and expectations," the court's staff are united by shared core values of quality, fairness, integrity, and transparency. Court staff are frequently invited to

present on its operational innovations at national conferences and the court serves as a benchmarking organization for other courts seeking to improve their operations. The Clerk's Office quality management and improvement model inspired the Court Process Improvement Program, a national judiciary initiative launched in 2023 and co-led by Federal Circuit staff.

The Chief Deputy Clerk will join an organization actively pursuing transformational initiatives in performance measurement, technology modernization, and data-driven management. Staff members work in a collegial, mission-driven environment where operational excellence and innovation are not just encouraged but recognized nationally. The court invests in continuous improvement and professional growth, creating opportunities for meaningful contribution to the federal judiciary and advancement of court administration as a profession.

### **Benefits Information**

The candidate selected for this position will be eligible for a generous federal employee benefits package which includes:

- Paid vacation and sick leave, paid parental leave, and 11 paid federal holidays per year.
- Optional participation in Federal Employees Health Benefits plans (health, dental and vision); Federal Employees Group Life Insurance; Flexible Benefits Program.
- Public transportation subsidy, on-site fitness center, Employee Assistance Program (EAP).
- Participation in the Federal Employees Retirement System (FERS). Optional participation in Thrift Savings Plan (up to 5% employer matched contributions).
- Public Service Loan Forgiveness program pursuant to the term of the ([PSLF](#)) program.
- Relocation assistance may be available for qualified candidates.
- For more benefit information visit the [Judiciary's Benefits Page](#).

### **Application Process and Information**

To be considered, application packages must be complete and submitted using the provided online application system which is accessible by following the link below. Complete packages must include:

1. Cover letter of no more than two pages, wherein the applicant describes the knowledge, skills, abilities, and or experience that would make them well qualified to fill this position.
2. Résumé outlining educational background, employment history, and relevant accomplishments.
3. Completion of the online AO-78, Federal Judicial Branch Application for Employment.

Once you have the cover letter and résumé (items 1 and 2 above) readily accessible in PDF format, follow the link below to submit your files and complete the online AO-78 (item 4 above): <https://www.ondemandassessment.com/o/JB-B6R0MCWQJ/landing?u=116354>

**Questions or Accommodations:** For questions about this position or to request accommodations for the application process, contact Human Resources at [hr@cafc.uscourts.gov](mailto:hr@cafc.uscourts.gov). Please note that substantive questions about qualifications or candidate fit will be addressed during the interview process. Applications submitted to this email address will not be reviewed.

### **Additional Information**

Only those applicants selected for an interview will be contacted. For in-person interviews, limited funding may be available for final candidates only; for all other interviews, candidates must travel at their own expense. The court reserves the right to modify the conditions of this announcement, commence interviews immediately, withdraw the announcement, or fill the position at any time, any of which actions may occur without notice.

Employees of the United States Court of Appeals for the Federal Circuit are excepted service, at-will appointments. Federal government civil service classifications or regulations do not apply. All offers of employment are provisional pending successful completion of a Single Scope Background Investigation (SSBI) and a favorable employment suitability determination. Initial and continued appointment in this position is conditioned on a favorable moderate risk, five-year background investigation (renewed every five years). An unfavorable investigation at any point during employment may lead to removal. This position is subject to Electronic Funds Transfer (EFT) for payroll deposit.

Must be a U.S. citizen or eligible to work in the United States. Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). Under 8 U.S.C. § 1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.

The U.S. Court of Appeals for the Federal Circuit is an Equal Opportunity Employer.