

**UNITED STATES DISTRICT COURT  
DISTRICT OF MASSACHUSETTS**

**NOTICE OF VACANCY**



**POSITION TITLE:** Divisional Office Manager

**POSITION TYPE:** Full-Time Regular (FTR), Excepted Service

**ANNOUNCEMENT #:** #24-01

**LOCATION:** Worcester, Massachusetts

**CLASSIFICATION LEVEL:** CL 28-29 (Salary \$78,571 – \$151,882)

\* Starting salary usually in the low to middle portion of the range provided above, depending upon qualifications and experience. Promotion to higher level is dependent on the needs of the office, assigned work duties and individual performance.

**OPENS:** February 9, 2024

**CLOSES:** Open Until Filled  
{Preference to those that apply by 3/8}

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The U. S. District Court Clerk's Office is accepting applications for a full-time Divisional Office Manager in the Worcester Office. This office supports 1 United States District Judge and 1 United States Magistrate Judge. The Divisional Office Manager reports directly to the Chief Deputy Clerk of Operations.

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The Divisional Office Manager is responsible for planning, organizing and reviewing the work and dealing effectively with employees. The incumbent is accountable for the quality and quantity of the work done and for assuring efficient and economical work operations in the Divisional office.

**Representative Duties:**

- Responsible for management of the Divisional office and staff.
- Assigns, directs and plans the work of Divisional Office staff. Plans, coordinates and schedules work operations. Monitors time and attendance, approves leave requests, certifies time, and prepares biweekly time and attendance report.
- Conducts and oversees the training, development and evaluation of staff.
- Recommends personnel actions, such as selection, promotion, reassignment, disciplinary action and separation.
- Serves as liaison with judges, the bar, the public and other agencies regarding operating procedures, planning, facilities, and other areas as assigned by the Clerk.
- Assists the Clerk in the development, implementation and evaluation of goals, policies and procedures as part of the management team for the District.
- Oversees training for intake, docket and courtroom deputy clerks, including CM/ECF, case management and

courtroom procedures. Provides information and guidance to staff on office policies, procedures, rules and compliance requirements.

- Coordinates coverage for courtroom deputy clerks as needed; serves as coverage clerk as required.
- Acts as jury administrator for the Divisional office.
- Reviews and processes general correspondence; sorts and distributes mail; orders supplies and forms.
- Provides oversight of the CM/ECF help desk.
- Performs quality control over entries made by staff.

### **Minimum Qualifications:**

- Five or more years of progressively responsible experience working as a courtroom deputy clerk with a federal or state court.
- Thorough knowledge and understanding of the policies and procedures, rules and compliance requirements of the court, including CM/ECF, case management and courtroom procedures.
- Broad knowledge of the purpose and content of documents required and used within the court units.
- Ability to lead by example and serve as a mentor to others.
- Skill in problem solving and resolving conflict.
- Ability to communicate (orally and in writing) to individuals and groups. Ability to interact effectively and appropriately with a wide variety of people, use good listening skills and employ tact, diplomacy, and mature judgment. Skill in communicating and working with judges, counsel and others in scheduling events and managing courtroom logistics.
- Detail oriented and highly organized with strong project management skills. Ability to conduct research, apply new principles and propose solutions.
- Outstanding organization, multi-tasking and presentation skills. Ability to create momentum and assist with the implementation of change within the Clerk's Office.
- Proficiency in the use of computer programs, including Microsoft Office.
- Dependable and able to work independently. Strong work ethic and interest in working in the public sector.

### **Preferred Qualifications:**

- Completion of a Bachelor's Degree in business, public administration, judicial administration or related fields.
- At least one year of supervisory experience over (2) or more employees.
- Knowledge of federal court operations, rules, organizational structure, policies, procedures and internal controls guidelines.

### **FBI Background Investigation:**

As a condition of employment, the selected candidate must successfully complete a ten-year background investigation and, every five years thereafter, will be subject to an updated investigation similar to the initial one. The investigation includes an FBI fingerprint check, and retention in the position will depend upon a favorable suitability determination.

### **Benefits:**

A generous benefits package is available and includes the following:

- Eleven (11) paid federal holidays
- Paid annual and sick leave
- Retirement benefits under the Federal Employees Retirement System (FERS)
- Health benefits under the Federal Employees' Health Benefits Program (FEHB)
- Dental and Vision insurance options under the Federal Employees Vision and Dental Insurance Program (FEDVIP)
- Flexible Benefits Program

- Life insurance benefits under the Federal Employees Group Life Insurance Program (FEGLI)
- Transit subsidy program

### **Hours:**

Clerk's Office hours are 8:30 AM to 5:00 PM. Some extra hours, as needed. Flexible work schedule may be available depending on the needs of the office and successful completion of training. Some telework will be allowed.

### **How To Apply:**

Applicants should apply through the court's online applicant tracking system. To view openings and to apply, visit our applicant tracking system at <https://forms.mad.uscourts.gov/recruitment/>

Applicants must submit the following:

1. A cover letter indicating why you are interested in being considered for this position and what best qualifies you.
2. A current resume.
3. A list of three professional references, preferably current and/or prior supervisors (include their current contact information).
4. A written response to the following: (a) Describe your supervisory experience; (b) Describe a work conflict in which you were involved in the resolution; and (c) Describe your leadership style.
5. A completed AO-78, Application for Federal Judicial Branch employment (submitted via applicant system).

### **Information For Applicants:**

The District of Massachusetts is an equal opportunity employer that is committed to a diversified workforce. Employees of the United States District Court are appointed in the excepted service, are considered "at-will" employees, and serve at the pleasure of the Court. All Court employees are required to adhere to a Code of Conduct, copies of which are available upon request. Applicants must be U.S. citizens or meet the exceptions to the statutory restrictions on hiring non-citizens to work in the federal government in the continental United States. The United States District Court is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service employment.

The U. S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement or to fill the position earlier than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein. Applicants who do not submit all requested materials by the closing date of this announcement may lose consideration for the position.

The Federal Financial Management Reform Act requires direct deposit of federal wages. Completion of a six- month probationary period is required.

**Due to the expected high volume of applicants for this position, the U.S. District Court will only make contact with those qualified applicants who will be invited to interview.**

**NO FAXES OR EMAILED APPLICATIONS PLEASE**