



United States Court of International Trade

One Federal Plaza
New York, NY 10278-0001
www.cit.uscourts.gov

Job Announcement: 17-05
Opening Date: May 22, 2017

VACANCY ANNOUNCEMENT

Position:	Clerk of Court
Salary:	\$159,548 - \$205,100 (JSP 16 – 17) Commensurate with qualifications, salary, and experience.
Closing Date:	Open Until Filled Applications received by June 12, 2017 will receive priority consideration.

Position Overview:

The Clerk of the Court of International Trade is a statutory position, appointment to which is by the Court. Under the immediate supervision of the Chief Judge, the Clerk is responsible for all non-judicial administrative and managerial functions of the Office of the Clerk. Administratively, the Clerk is the Court's chief operating officer and is responsible for providing administrative leadership in all of the Court's activities.

The responsibilities include, but are not limited to: providing the necessary administrative support to assist the Court, as an institution, in fulfilling its constitutional and statutory responsibilities; developing budget estimates for the Court's approval and submission to Congress; stewarding the Court's resources; planning, developing and supervising the operation of the Court and its Rules; serving as the chief financial officer for the Court; providing and coordinating procurement services for space, furniture, furnishings, equipment, supplies and contracting services; developing human resources, team-building and managing the Clerk's Office personnel system; supervising the calendar management and caseload systems in the Clerk's Office; directing the development and operation of automation and technology systems; overseeing library and other legal research facilities; assisting the Court in its strategic planning efforts; serving as the principal public relations officer for the Court; and facilitating the Court's outreach efforts with the bar and various other constituencies.

Qualifications:

To be considered for appointment, candidates must have:

- An undergraduate degree, preferably including courses in government and/or public, business or judicial administration (an advanced degree in law, business, or public or judicial administration is advantageous, but not essential);
- A minimum of 10 years of progressively responsible, successful and substantive experience in public service, law, or business that provides a thorough understanding of the planning needs, organizational requirements, procedural necessities and human aspects of managing a complex and multi-faceted organization. At least three of the 10 years' experience must have been in a position of substantial management responsibility;
- Excellent supervisory and interpersonal skills;
- Excellent organizational and analytical skills;
- An ability to manage a diverse set of responsibilities, projects and people;
- An ability to communicate effectively both orally and in writing; and
- Unquestionable integrity.

Preference will be given to candidates with knowledge of customs and international trade law or experience in federal judicial administration.

Conditions of Employment:

Applicants must be U.S. citizens. All application information is subject to verification. The selected candidate is required to complete a ten-year background investigation and subsequent favorable suitability determination. Employees of the U.S. Court of International Trade are "at-will" employees and are required to adhere to the Code of Conduct for Judicial Employees. Electronic Funds Transfer (EFT) is mandatory for payroll direct deposit.

Application Procedure:

Qualified applicants are invited to submit: 1) cover letter, specifying how you satisfy the qualifications listed above, 2) résumé, 3) three letters of recommendation, and 4) Application for Judicial Employment (AO78) (available at <http://www.uscourts.gov/forms/human-resources-forms>). All applications should be directed via mail to: United States Court of International Trade, One Federal Plaza, New York, NY 10278-0001, Attn: Human Resources, #17-05 or via e-mail in one single PDF attachment to: Human_Resources@cit.uscourts.gov. Include the title of the position and job announcement in the subject line. Please use only one method of application. Applications received by June 12, 2017 will receive priority consideration. Only applicants selected for an interview will be notified.

The Court reserves the right to modify, withdraw, or fill the vacancy announcement at any time, any of which may occur without prior written or other notice.

UNITED STATES COURT OF INTERNATIONAL TRADE IS AN EQUAL OPPORTUNITY EMPLOYER