



## United States Court of International Trade

One Federal Plaza  
New York, NY 10278-0001  
[www.cit.uscourts.gov](http://www.cit.uscourts.gov)

**Vacancy Announcement Number:** 26-06  
**Opening Date:** May 1, 2026

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### VACANCY ANNOUNCEMENT

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**POSITION:** Operations Manager (Full-Time, Permanent)

**SALARY:** \$139,451 - \$197,200 (CL 31)  
Depending on qualifications and experience.

**CLOSING DATE:** Open Until Filled  
Applications received by May 25, 2026, will receive priority consideration.

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#### POSITION OVERVIEW

The United States Court of International Trade is seeking qualified applicants for the position of Operations Manager. The Operations Manager performs professional and managerial work related to supervision and oversight of case administration, case-related public services and operations. As part of the Senior Management Team, the Operations Manager participates in the development, implementation and refinement of policies, procedures and programs in the Case Management Department of the Clerk's Office. This position reports to the Chief Deputy Clerk.

#### DUTIES AND RESPONSIBILITIES

Responsibilities include but are not limited to the following:

- Oversee the supervision of Case Management operations, including establishing standards, assigning and reviewing work, evaluating performance, and handling disciplinary actions. Manage, develop, and mentor Case Management Supervisor. Lead and manage operations, establish work procedures, and facilitate a teamwork environment.
- Manage a range of case-related operations, consisting of, but not limited to, case processing, records, and courtroom services.
- Devise and implement case management techniques, systems, methods, policies, and procedures regarding the receipt, processing, preparation, maintenance, storage, and control of internal and official records and materials filed with, created by, or processed through Case Management.
- Contribute to the development and implementation of improvements to the Case Management/Electronic Case Filing (CM/ECF) System.
- Represent the Office of the Clerk on case management matters in accordance with the Rules of the Court, statutes, Administrative Office directives, judicial orders, requirements, and internal procedures. Resolve case-related issues, as needed.
- Develop strategies and implement procedures to ensure compliance with all applicable statutes, Administrative Office directives, Rules of the Court, internal procedures, judicial orders, and requirements. Consult with judges, chambers staff, court committees, the Advisory Committee, and the Office of the Clerk in the formulation, implementation, and assessment of practices, policies, and procedures.
- Establish procedures, methods and other work-related changes that address changes in the Rules of the Court, statutes, and judicial orders. Develop and prepare procedural manuals relating to internal operating procedures.
- Conduct research on questions of the Court and its constituents. Monitor the quantity and quality of work performed and recommend modifications to address deficiencies, as needed.
- Analyze and interpret legislation, Administrative Office directives, Rules of the Court, judicial orders, and requirements.
- Oversee the preparation and submission of periodic statistical reports and other miscellaneous reports.
- Develop and implement records management initiatives to ensure convenient accessibility, security, and proper disposal of departmental records.
- Manage the Court's video-conferencing program.
- Collaborate with IT in developing strategies and implementing procedures that ensure the technological needs of court proceedings are met.
- Manage the Court's CM/ECF System Help Desk.
- Perform other duties as assigned.

## **QUALIFICATIONS**

Applicants must have a minimum of nine years of progressively responsible administrative, professional, or operational work experience, preferably in a court or public environment, that includes at least three years of progressively responsible supervisory or managerial experience. Applicants must have skill in establishing and maintaining collaborative work environments; the ability to exercise effective judgment; possess sophisticated computer skills; and have knowledge of the basic concepts, principles and theories of management and the ability to understand the managerial policies applicable to the Court.

Effective communication and organizational skills are essential. Must possess strong analytical and problem-solving skills and be proficient in the use of automated systems and software, including word processing, spreadsheet, and database applications. A bachelor's degree from an accredited college or university is required. Prior experience with the federal judiciary and its CM/ECF System is preferred.

## **BENEFITS**

The Judiciary offers a comprehensive benefits package. Benefits include, in part, paid vacation and sick leave, paid holidays, life insurance, health benefits, retirement benefits such as a defined benefit pension plan (Federal Employees' Retirement System), and a defined contribution plan with employer match (Thrift Savings Plan). For more information about benefits offered to most federal employees, [click here](#) or go to: <https://www.uscourts.gov/careers/benefits>. In addition, the Court offers an employee recognition program, commuter benefit program, fitness center, professional development opportunities, and a flexible work schedule/telework.

## **OTHER INFORMATION**

- Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship.
- As condition of employment, the selected candidate must successfully complete a ten-year background investigation, and every five years thereafter will be subject to a re-investigation.
- Federal court employees are appointed under the excepted service.
- Employees are required to use Electronic Funds Transfer (EFT) for payroll direct deposit.
- Employees are required to adhere to the Code of Conduct for Judicial Employees which is available for applicants to review on the [US Courts website](#).
- The U.S. Court of International Trade is an Equal Employment Opportunity Employer.

## **HOW TO APPLY**

- Consideration will only be given to those that apply through the Court's online application system by clicking [here](#) or at: <https://ww2.cit.uscourts.gov:8443/recruitment/>
- Upload a cover letter and resume detailing relevant experience and how qualifications for the position are met. Attachments must be in PDF format (unless otherwise specified) and not be password protected. Files are limited to a size of 5 MB.

Only applicants selected for an interview will be notified. All application information is subject to verification. The Court reserves the right to modify, withdraw, or fill the vacancy announcement at any time, any of which actions may occur without prior written or other notice.