



UNITED STATES FOREIGN INTELLIGENCE SURVEILLANCE COURT

JOB OPPORTUNITY

Announcement Number: 21-FISC-01

Position Title: CLERK OF COURT
(TS/SCI clearance is required)

Grade/Salary Range: JSP-16 (\$169,036 - \$218,600)
(Court Unit Executives Pay Table)
(Salary based on qualifications and experience.)

Position Location: Washington, DC

Position Information: Full-time, Permanent, Excepted Service

Open Date: May 10, 2021

Closing Date: June 25, 2021

How to Apply: To be considered for this “at will” position, applicants are required to submit the following:

- A cover letter detailing how your experience relates to the position requirements
- AO-78, Federal Judicial Branch Application for Employment (can be downloaded from www.uscourts.gov)
- A resume detailing all relevant experience, education, and accomplishments
- Writing sample, not to exceed ten pages

Failure to submit a complete and signed cover letter, AO-78, resume, and writing sample will result in immediate disqualification. Description of Work section of the AO-78 must be complete to include salary information. Indicating “see resume” is not acceptable. Incomplete and/or unsigned applications will not be considered, returned or retained. Only applicants selected for an interview will be contacted and must travel at their own expense. Relocation expenses will not be provided. One application per candidate will be accepted for this announcement.

Applications may be mailed, or hand delivered to:

United States District Court
Attn: Human Resources (21-FISC-01)
333 Constitution Avenue, NW, Room 2718
Washington, DC 20001

Or via e-mail to: jobs@dcp.uscourts.gov

Agency Contact Person: Marion L. Boulden, PHR, SHRM-CP
Human Resources Manager
(202) 565-1355

OVERVIEW:

The United States Foreign Intelligence Surveillance Court is seeking a qualified candidate for the position of Clerk of Court. The Clerk of Court also serves as the Clerk of Court for the United States Foreign Intelligence Surveillance Court of Review. The Clerk of Court reports directly to the presiding judge. This is a professional and highly visible position that has broad and overarching responsibilities. The Clerk of Court is responsible for leading and directing all of the administrative and operational areas of the Clerk’s Office. Responsibilities include but are not limited to serving as the chief administrator of the court, overseeing all statutory duties and functions, providing analytical guidance and interpretations and resolving complex issues that have a significant impact on the daily functioning of the court.

As the primary court executive and chief administrator, the Clerk of Court is the expert and advises on the court’s case management, financial management, space and facilities, human resource administration, information technology services, policy and procedural implementation, strategic planning executions, statistical analysis and public relations communications.

The Clerk of Court works very closely with the 11 Judges of the Foreign Intelligence Surveillance Court and the three Judges of the Foreign Intelligence Surveillance Court of Review, as well as the Department of Justice and members of the Intelligence Community. The Clerk of Court has regular interaction with other court unit executives and court staff, the Administrative Office the United States Courts, the Office of the Circuit Executive, and the Federal Judicial Center.

EDUCATION:

Undergraduate: Education in a college or university of recognized standing may be substituted for a maximum of 3 years of the required general experience on the basis of one academic year of education equals 9 months of experience. A bachelor's degree from a college or university of recognized standing may be substituted for 3 years of the required general experience. Preferably such degree should have included courses in law, government, public, business, or judicial administration or related fields.

Postgraduate: A postgraduate degree in public, business or judicial administration from such a college or university may be substituted for one additional year of the required general experience.

Legal: A degree from an accredited law school may be considered as qualifying for two additional years of the required general experience.

EXPERIENCE:

General Administrative: A minimum of 10 years of progressively responsible administrative experience in public service or business that provides a thorough understanding of organizational, procedural and human aspects in managing an organization.

Management Responsibility: At least three of the 10 years of experience must have been in a position of substantial management responsibility. Substantial management experience is high-level administrative experience that provided a thorough understanding of organizational, procedural and human aspects of managing an organization. Such experience typically includes financial management, space and facilities management, oversight of the information technology and human resources functions, and long and short-range planning.

Practice of Law: An attorney who has served as a judicial law clerk in a federal court may substitute said clerkship on a year-for-year basis for the management or administrative experience requirement.

COURT PREFERRED EXPERIENCE:

Management experience in a federal or state court judicial or administrative office of courts is highly desired, as is experience working with classified information. Solid organizational, problem solving, and conflict resolution skills, as well as exceptional oral and written communication and interpersonal skills are strongly preferred. A proven record in leadership and accomplishment is desired. Experience in information technology and a working knowledge of the federal court system are also preferred.

EMPLOYEE BENEFITS:

Full-time employees of the United States Foreign Intelligence Surveillance Court are eligible for a full range of benefits to include:

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Federal Employees' Retirement System (FERS)
- Optional participation in the Thrift Savings Plan (TSP), the Federal Employees Health Benefits Program (FEHBP), Federal Dental and Vision Insurance Program (FEDVIP), the Federal Employees' Group Life Insurance (FEGLI), the Flexible Benefits Program, the Commuter Benefit Program, SmartBenefits (mass transit subsidy up to \$270 per month), and Long-Term Care Insurance
- Workers' Compensation Program
- On-site physical fitness facility
- Flexible work schedule
- Federal Occupational Health Services Program (FOH)/ On-site Health Unit
- Employee Assistance Program (EAP)/Work Life Services
- Priority enrollment for children beginning at three months of age until kindergarten of all employees of the United States Courts in the Thurgood Marshall Child Development Center (TMCDC)

For more detailed information about federal court benefits, please go to:
www.uscourts.gov/careers/benefits.

CONDITIONS OF EMPLOYMENT:

United States citizenship is required for consideration for this position.

Because of the access to highly classified materials and information, a TOP SECRET/SCI clearance is required for this position. Preference will be given to applicants with a current and active TOP SECRET/SCI clearance.

Employees of the United States Foreign Intelligence Surveillance Court are excepted service appointments. Excepted service appointments are "at will" and can be terminated with or without cause by the court.

Employees are required to adhere to the [Code of Conduct for Judicial Employees](#).

Employees are required to use Electronic Fund Transfer (EFT) for payroll deposit.

Selection will be made consistent with the provisions of the Equal Employment Opportunity Plan adopted by the United States District and Bankruptcy Courts for the District of Columbia.

The Court reserves the right to modify the conditions of this announcement.

Note: On May 25, 2021, vacancy extended from June 11, 2021, to June 25, 2021.