



Position Announcement

Position: Chief Deputy of Administration

Location: Burlington, Vermont

Announcement Number: 2025-02

Position Status: Full-Time Permanent

Opening Date: May 6, 2025

Closing Date: Open until filled

Classification Level: JSP 15

Salary Range: \$149,471 - \$194,312

The chief deputy of administration is a senior executive-level position responsible for the day-to-day operation and supervision of the administrative functions of the consolidated court. The administrative functions include human resources, finance, procurement, jury, information technology, and space and facilities. This position is located in the clerk's office, reporting directly to the clerk of court. The chief deputy of administration works closely with the clerk of court on the overall management of the consolidated court and serves as second-in-command in their absence.

The chief deputy of administration directs staff and ensures compliance with the appropriate judiciary guidelines, policies, and approved internal procedures. This position also works closely with the district's judges, Circuit Executive's office, Administrative Office of the U.S. Courts, and other federal agencies. Occasional travel inside and outside the District of Vermont is required.

DUTIES AND RESPONSIBILITIES:

- Assists with the proposal, development, communication, implementation, and enforcement of organizational and court-wide policies and programs; interprets and applies the appropriate statutes, rules, and operational procedures, including the Guide to Judiciary Policy and local internal controls; supports the clerk of court with devising and executing strategic and long-term plans and goals for the Clerk's Office and the consolidated court;
- Prepares comprehensive communications and memoranda to the court community, including the proposal and drafting of the courts' policies and procedures;
- Provides advice on complex matters to staff, supervisors, clerk of court, and judges;
- Provides leadership, management, and direct supervision within assigned functional areas; mentors and helps develop staff to maximize their potential and encourage continuous growth; works with the clerk of court to create and maintain an office environment of civility, mutual respect, and professionalism throughout the court;
- Supervises the IT manager and works with the information technology team to determine present and future needs, and anticipating trends in emerging technologies; assists in developing long and short-term plans, synthesizing court needs with available technology and maximizing efficiency through improvements to existing systems;
- Supervises the district court operations supervisor and the bankruptcy court operations supervisor; reviews and approves operational policies and procedures;

- Supervises the budget and procurement administrator and ensures compliance with applicable contracting and procurement guidelines, rules and regulations; directs policies and practices to secure staff and physical assets of the court unit, which may include oversight of property management, training, emergency preparedness and COOP disaster recovery activities, space and facilities planning and acquiring resources;
- Serves as a certifying officer for payroll and disbursement of funds including payments of appropriated funds, under the direction of the clerk of court; manages court space and facility inventory and coordinates projects, maintenance, and care;
- Oversees human resources functions and personnel; develops position descriptions and announcements, coordinates advertising, recruitment and onboarding; prepares performance management evaluations for direct reports; directs and monitors compliance with the Performance Management Plan by court managers and supervisors;
- Reviews and analyzes organizational structure, reporting relationships and functional assignment, striving to meet current and future organizational needs; provides methods and systems for maintaining time and attendance records, per diem reimbursements, and other matters affecting the compensation of personnel in the court system;
- Attends and supports various court committee meetings as needed, such as the court advisory, security and circuit IT committees; responsibilities include the preparation of agenda and meeting materials;
- Develops effective working relationships with judges and various groups and individuals outside the court, such as the Administrative Office of the U.S. Courts, second circuit, other federal courts and court units, government agencies, federal law enforcement, and state court officials;
- Works with members of the bar and the public to improve the delivery of court services;
- Serves as the district's employment dispute resolution (EDR) coordinator and grievance officer;
- Assumes the duties of the clerk of court in their absence and performs other duties as assigned by the clerk of court or judicial officers.

MINIMUM QUALIFICATIONS:

To qualify for a position of chief deputy clerk, a person must be a high school graduate or equivalent and must have three years of general experience and three years of progressively responsible specialized experience.

General Experience: Progressively responsible administrative, professional, investigative, technical, or other responsible work that provided an opportunity to gain: (a) a general knowledge of management practices and administrative processes, (b) skill in dealing with others in person-to-person work relationships, and (c) the ability to exercise mature judgment.

Specialized Experience: Progressively responsible experience in administrative, supervisory, managerial, and professional work that provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of management.

DESIRABLE QUALIFICATIONS / COURT PREFERRED SKILLS:

Knowledge of legal terminology; excellent interpersonal and communication skills; ability to manage competing priorities in a dynamic environment; detail oriented; experience working in a legal field with various technologies to accomplish work tasks; experience with an electronic case filing system; experience working in a courtroom setting; completion of a bachelor's or master's degree from an accredited university in such fields as business or public administration, political science, criminal justice, law, management or related field.

EXPERIENCE AND EDUCATIONAL SUBSTITUTIONS:

(a) Education above the high school level in accredited institutions may be substituted for the general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of experience. (b) Completion of one academic year (30 semester or 45 quarter hours) of graduate study in an accredited university in such fields as business or public administration, political science, criminal justice, law, management, or related field, may be substituted for one year of specialized experience. (c) Completion of a master's degree or two years of graduate study (60 semester or 90 quarter hours) in an accredited university in such fields as business or public administration, political science, criminal justice, law, management, or related field — or completion of a Juris Doctor (JD) degree — may be substituted for two years of specialized experience.

BENEFITS:

Judiciary employees are not classified under civil service but are entitled to similar benefits. These include the Federal Employees Retirement System; Thrift Savings Plan; health, life, and disability insurance programs; flexible spending accounts; 11 paid holidays per year and a graduated leave plan; and periodic pay increases contingent upon funding and performance. Judiciary employees serve under “excepted appointment” and are considered “at-will” employees.

APPLICATION PROCESS:

Qualified applicants should submit a cover letter, resume, and completed [Application for Employment \(AO-78\)](#) to:

Email Address:	Jeff_Eaton@vtd.uscourts.gov
Subject:	Chief Deputy Position

The U.S. District Court is an equal opportunity employer (EOE). The court reserves the right to withdraw the job announcement without prior notice. Only applicants selected for interviews will be contacted. Applicants must be a U.S. citizen or be eligible to work in the United States. Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request. Travel and/or relocation expenses are the responsibility of the applicant. The position is designated “high-sensitive,” and the successful applicant will be subject to a recurring full background investigation as a condition of employment. All appointments are subject to mandatory electronic fund transfer for payroll deposit.