



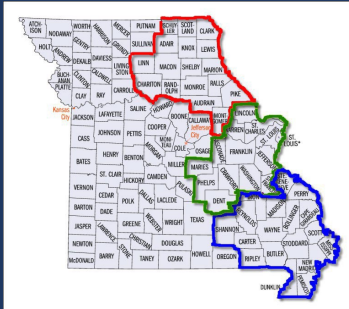
# UNITED STATES CLERK'S OFFICE EASTERN DISTRICT OF MISSOURI

Nathan M. Graves, Clerk of Court

## CAREER OPPORTUNITY

111 South 10th Street  
St. Louis, MO 63102

[www.moed.uscourts.gov](http://www.moed.uscourts.gov)



### JUDICIARY BENEFITS

- Paid Annual Leave
- Paid Sick Leave
- Paid Holidays (11)
- Flexible Work Schedule
- Pre-tax Benefit Programs
- Health Insurance
- Vision/Dental Insurance
- Group Life Insurance
- Defined contribution retirement benefits (FERS)
- Thrift Savings Plan (TSP)- 401 (k)-styled program with up to 5% match
- Employee Assistance Program
- Parking/Commuter Benefit Program
- Virtual Judiciary Online University

### Chief Deputy of Operations (Type II)

VACANCY #: CDO-0226

**Duty Station:** St. Louis, MO

**Posted:** 02/05/2026

**Status:** Full-Time Permanent

**Reports To:** Clerk of Court

**Salary Range:** \$177,916 to \$209,600  
(JSP 16 -JSP17)

**Transfers:** Yes

**Closing Date:** Open until filled

*\*Starting salary and classification dependent on individual qualifications in accordance with the Judicial Salary Plan.*

### POSITION SUMMARY

The Clerk's Office of the United States District Court for the Eastern District of Missouri is a career-oriented organization focused on providing exceptional service to the court, members of the legal community, and the general public. Currently, we are seeking applicants for a full-time Chief Deputy of Operations. The successful candidate must be a leader, highly organized, detailed and thorough, who maintains a professional demeanor at all times, and possesses a high degree of integrity and personal adaptability.

The Chief Deputy is a senior-level, second-in-command position reporting directly to the Clerk, and responsible for the day-to-day administration and supervision of the Operations/Court Services sections of the Court, assisting in the performance of the statutory duties of the office. The Chief Deputy has regular interactions with the judges, high-level officials of other agencies, members of the bar, and the public.

The Chief Deputy assists the Clerk in providing management and leadership of all non-judicial functions of the court including but not limited to: case management; public relations/communications; process and staff development; space utilization; strategic planning, and other duties as assigned. The position requires an individual with the experience and leadership skills necessary to anticipate and resolve administrative and operational challenges with confidence and efficiency.

The Eastern District of Missouri serves the Eastern Division (14 counties including St. Louis City and St. Louis County), Northern Division (17 counties), and Southeastern Division (18 counties). The main office is in Saint Louis, MO, with divisional offices in Cape Girardeau, MO and Hannibal, MO. The Court is currently comprised of 8 district judges, 5 senior judges, and 8 magistrate judges.

Eastern District of Missouri Clerk's Office is an Equal Opportunity Employer.

## HOW TO APPLY

Applicants must submit all documents listed below in ONE PDF FILE to [MOED\\_employment@moed.uscourts.gov](mailto:MOED_employment@moed.uscourts.gov)

Subject of Email:

CDO-0226

1. Letter of Interest

- Your skills and experience, with an explanation of how those skills and experience may contribute to the organization.
- How your overall experience and preparation relates to the stated duties and responsibilities.

2. Current resume

3. Three Professional References

4. AO 78 Application for Federal Judicial Branch Employment\* found [here](#).

Applicants must be United States citizens or eligible to work in the United States. Appointment is contingent upon providing proof of United States citizenship or proof of authorization to work in the United States as required by the Immigration Reform and Control Act of 1986. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

Applicants may be asked to participate in proficiency tests.

Citizenship-Requirements-Employment-Judiciary.pdf

[Learn More About Judiciary Policies](#)

*The organization reserves the right to assign and/or reassign an employee to any location within the district based on the needs of the organization.*

## SUMMARY OF REPRESENTATIVE DUTIES AND RESPONSIBILITIES

- Assist in overseeing the business of the court, including all case management/trial functions, statistical reporting, liaison to judges, and serving as the custodian of official court records.
- Participates and collaborates in the formulation, implementation, monitoring, and modification of court rules and policies.
- Assists with developing and executing strategic and long-range plans of the Clerk's Office and the court.
- Interprets and applies the appropriate statutes, rules, operating procedures, including the Guide to Judiciary Policies and Procedures and local internal policies and controls.
- Coordinates interaction and provides support, guidance, direction and assistance to all managers and supervisors with focus on units of assigned responsibility, including but not limited to Case Management, Customer Service/Case Initiation, Jury, Court Reporters, Pro Se Law Clerks, Research and Policy Analyst, and the Divisional Offices.
- Ensures the complete and thorough documentation of all Clerk's Office operational policies and procedures, including docketing manuals, courtroom manuals, operating plans for various units, CM/ECF guides, practice guides, training materials, and statistical manuals.
- Oversees the accurate maintenance, collection, and reporting of court statistics.
- Supports and provides administrative input on matters including confidential matters impacting the court.
- Analyzes the overall flow of cases within the court to ensure effective case management.
- Performs reviews and certification of financial transactions.
- Reviews various case related memoranda, reports, and orders and makes recommendations.
- Interact and collaborates with the Administrative Office of the U.S. Courts, Federal Judicial Center, other federal courts, court units, the bar, government agencies, judges, and the public to resolve complex issues of practice and procedures.
- Participates in, and coordinates Leadership Team activities to establish and adjust goals, schedules, priorities, and deadlines for completion of work assignments.
- Prepares comprehensive memoranda, reports, and correspondence; draft administrative orders, proposes procedures, and local rules; completes complex projects and performs other duties as assigned by the Clerk.
- Serves as chair/project manager for new initiatives and special projects. Builds diverse project teams to include members from each area involved/affected.
- Conducts orientations, training, or programs to meet various needs.
- Serves as one of the Employee Dispute Resolution (EDR) Coordinators in accordance with the District's EDR Plan and ADA access coordinator.
- Performs other duties as assigned.

## **MINIMUM QUALIFICATIONS**

Requires a minimum of six years as follows: three years of progressively responsible administrative, professional, investigative, technical or other responsible work that provided an opportunity to gain: (1) a thorough knowledge of management practices and administrative processes; (2) skill in dealing with others in person-to-person work relationships; (3) the ability to exercise mature judgment; and (4) the ability to communicate effectively both orally and in writing to a wide variety of people. At least three additional years of experience in a position with substantial responsibility in administrative, supervisory, managerial, or professional work that provided an opportunity to acquire a thorough knowledge of the principles of management, preferably in a court environment, in which they have gained a thorough knowledge of some or all of the following:

- Court operations management experience to include case management.
- Experience with the federal courts' CM/ECF system.
- Experience which required knowledge, interpretation, and application of court rules, procedures and/or statutes.
- Attended court proceedings and knowledge of court operations, functions, and organizational structure.
- Understanding of court documents to include criminal and civil case flow.
- A working knowledge and understanding of legal terminology and procedures, federal rules of procedure, and the operational processes of the federal judiciary.
- Knowledge and skill in the use of court automation, equipment, and technology, including Microsoft applications.
- Experience in learning and adapting to new technology and leading its implementation with staff.

The successful candidate will have well-rounded leadership experience, be fair and reasonable, possess tact, good judgment, poise, and initiative. The ability to meet the public, work harmoniously with others, and communicate effectively, both orally and in writing is required. Candidate must be able to balance the demands of varying workload responsibilities and deadlines. The candidate is expected to use multiple web-based applications and maintain judiciary privacy and security requirements.

A minimum of a bachelor's degree in business, criminal justice, management, behavioral science, political science, court or public administration, or related discipline appropriate to this position is required. Preference will be given to applicants with a Juris Doctorate, a Master's degree in public administration, business administration, judicial administration, or a related field; or substantial experience in a federal or state court.

## **BACKGROUND INVESTIGATION REQUIREMENTS**

This is a High Sensitive position within the Judiciary. Employment will be considered provisional pending successful completion of an F.B.I. fingerprint check, OPM background investigation and credit check and a favorable suitability determination. Investigative updates are required every five years.

All applicant information is subject to verification. Providing false and/or misleading information may be grounds for removal from the application and selection process, as well as disciplinary action if discovered after hire.

## SELECTION PROCESS/CONDITIONS OF EMPLOYMENT

After review of the application packets, highly qualified applicants will be invited in for one or more personal interviews. Due to the volume of applications received, only applicants who are selected for interview will receive a written response regarding their application status.

Employees of the federal judiciary must adhere to all Judicial Conference regulations, follow the policies in the Guide to Judiciary Policy, and are bound by the Code of Conduct for Judicial Employees. [Link The Code of Conduct for Judicial Employees](#) Link: [Your Employee Rights and How to Report Wrongful Conduct | Eastern District of Missouri | United States District Court](#)

Direct deposit of pay is required. Positions with the U.S. Courts are “excepted service” positions and employees serve “at will.”

The U. S. Clerk's Office reserves the right to amend or withdraw any announcement without written notice to applicants.