



United States Court of Appeals for the Sixth Circuit

OPERATIONS MANAGER

Cincinnati, OH Full-Time

\$75,871 – \$145,717

About the Court

The United States Court of Appeals for the Sixth Circuit is one of 12 regional federal courts. Circuit courts hear appeals from the courts located within the circuit and decisions of federal administrative agencies.

Headquartered in the historic Potter Stewart Courthouse in Cincinnati, the Sixth Circuit serves Kentucky, Michigan, Ohio, and Tennessee.

About Cincinnati

The Cincinnati region is booming! Located on the banks of the Ohio River, we have old city charm with 21st Century vision. We enjoy a diverse and energetic population who are transforming the area into one of the top places to live in the country. Explore our remarkable city at www.cincinnati-chamber.com and check out our awards at www.cincyusa.com.

The Operations Manager performs professional and high-level managerial work related to case management, calendaring, and other operations of the Clerk's Office. This position primarily directs supervisors and staff as well as provides leadership across various teams to improve the case flow process and overall operations of the court. The major responsibilities and duties include the following:

- Oversee the operations of related Clerk's Office departments. Manage, develop, and mentor supervisory staff and team leads. Provide oversight and guidance to court operations staff. Train or coordinate training on policies, procedures, and internal controls. Make recommendations regarding employee appointments, promotions, and separations.
- Interpret, implement, and apply relevant rules, statutes, and policies to office procedures, systems, and work product. Establish and organize work processes to optimize the use of time and resources. Collaborate with Clerk and Chief Deputy in setting performance standards. Assure equity among staff and units in terms of performance standards, rating techniques of employees, and work performed. Use statistical reports to monitor the management of cases and take appropriate action. Reallocate personnel and/or equipment to cover workload fluctuations.
- Serve as a member or lead on various committees, teams, and working/user groups. Conduct staff meetings. Participate and/or lead the evaluation and testing of new system versions. Establish and monitor programs which implement change management and quality control techniques.
- Manage special projects and coordinate management studies. Participate in the development of short-term and long-range workforce plans. Solve work related issues using information and data. Research and analyze data, prepare comprehensive reports and presentations, and develop and implement programs.
- Communicate and respond to requests from upper management. Facilitate, mediate, and negotiate complex and sensitive matters with judges, managers, unit executives, supervisors, and court staff, while maintaining confidentiality. Serve as liaison with other appellate court units, district courts, and agencies appellate case management matters. Arrange assistance to attorneys and their staff with electronic filing processes, procedures, and documentation.
- Develop and manage system of internal controls to assure adherence to federal rules, local rules, and internal operating procedures; consistency of decision-making and high level of performance by staff; clarity and accuracy of docket entries, adequate documentation of case-processing decisions, and compliance with AO statistical standards for case-processing.
- Provide courtroom support as primary, backup, or setup courtroom deputy.

Qualifications

Required: Minimum of six years of progressively responsible and substantive court administrative, professional, or technical experience, three of which must entail substantial supervisory/managerial duties. Knowledge of court administration and operations. Excellent communication, interpersonal, and customer service skills; highly precise, detailed, and self-organized. Ability to work under pressure and within the constraints of conflicting deadlines. Proficiency in problem-solving. Ability to act proactively, independently and as a part of the office management team. In-depth knowledge of CM/ECF. Knowledge of MS Office products, and other related software applications.

Preferred: Bachelor's degree from an accredited institution or ten years of court experience in lieu of degree. Experience defining and streamlining operational processes.

Total Rewards and Work/Life Balance

The Sixth Circuit offers a forward-thinking work environment with a team of dedicated professionals.

Compensation*: \$75,871 – \$123,319 (CL 29)

\$89,661 – \$145,717 (CL 30)

*Salary commensurate with qualifications

Benefits: Employer subsidized health and life insurance plans. Dental, vision, flexible spending accounts, long-term care plans available. Eligibility for Public Service Loan Forgiveness Program and mass transit subsidies. On-site gym. Federal retirement entails an employer sponsored pension plan (FERS-FRAE) and a retirement contribution plan with employer match (TSP). Retirees carry insurance plans into retirement while paying the same premiums as employees.

Work/Life: Time off - 13 vacation days, 13 sick leave days, and 10 paid holidays. Vacation days increase to 20 days after three years and to 26 days after fifteen years.

How to Apply

Please submit a single PDF application packet that includes 1) a cover letter detailing your qualifications and experience performing the representative duties, and 2) current resume to the Director of Human Resources at ca06-humanresources@ca6.uscourts.gov. To ensure consideration, applications must be received by October 26, 2020.

Conditions of Employment

Positions with the U.S. Courts are at-will, excepted service appointments, and may be terminated with or without cause by the Court. Selectees are subject to a background investigation and fingerprinting and are provisionally hired pending results of the background investigation. This position is subject to updated background investigations every five years.

Employees are required to adhere to the [Judicial Code of Conduct for Judicial Employees](#). Employees are required to use Electronic Fund Transfer for payroll direct deposit. For citizenship requirements, visit www.uscourts.gov/careers.

The Court of Appeals is an Equal Opportunity Employer and values diversity in the workplace.