



United States Court of Federal Claims

717 Madison Place NW
Washington, DC 20439

POSITION VACANCY

Announcement Number:	CFC-2024-08-OPR
Position Title:	Team Leader
Open Date:	March 13, 2024
Close Date:	April 05, 2024
Type of Appointment / Position:	Permanent
Grade / Salary Range:	CL-27 (\$66,197 - \$107,614)
Duty Location:	Washington, DC (conveniently located across from the White House and Lafayette Park, one block from McPherson Square Metro)
Who May Apply:	U.S. Citizens (or persons eligible to work in the United States)

Position Overview and Representative Duties:

The United States Court of Federal Claims is seeking to fill a Team Leader position within the court's Operations Office located in the National Courts Building, 717 Madison Place, NW, Washington, D.C. The Team Leader is responsible for overseeing the ECRO Support Program and performing general or specialized court or courtroom functions to include arranging for court space and resources; assisting with calendaring, attending, recording, and logging court proceedings; and processing requests for audio recordings and written transcripts. The incumbent is responsible for process improvement initiatives, which include ensuring the integrity and efficiency of the ECRO Support Program through proper supervision of data quality standards, procedures, and training. The incumbent provides operational support, which includes conducting research and reviewing, analyzing, and auditing data; developing a variety of organizational, statistical, and operational reports; and providing recommendations to the Director of Operations. The incumbent manages case dockets from case opening to final disposition. The position entails a high level of knowledge and complexity related to court and courtroom operations.

No relocation expenses will be paid.

General Experience:

- Lead the assessment and execution of quality control procedures within the ECRO Support Program by encompassing comprehensive process enhancement strategies and maintaining and updating the ECRO Support Program Guide, including processes, scripts, forms, and sample e-mail messages to chambers.
- Serve as project manager for court operations process improvement initiatives. Compile program statistics, suggest operational changes, test new remote proceedings technology, conduct staff meetings to gather input and data, develop project expansion plans, make proposals to management, and assist in implementing initiatives.
- Participate in the planning for and implementation of new operating procedures. Develop training and procedural manuals and conduct training, communicate program information to chambers, and resolve issues by both ECROs and chambers staff during and after proceedings.
- Arrange for court space and resources; assist with calendaring, attending, recording, and logging court proceedings; and process requests for audio recordings and written transcripts.

- Manage case dockets by monitoring and filing documents; setting and noticing dates and times for hearings, trials, and conferences; and accurately calculating election and other statutory filing deadlines.
- Act as liaison between the Clerk's Office, the bar, the public, and the judge to ensure that cases proceed smoothly and efficiently.
- Assist attorneys and the public by telephone and in-person by providing information regarding case status, archive information, and CM/ECF instruction.

Perform other duties as assigned. The successful candidate must be a self-starter as well as detail oriented. The candidate must also be highly organized and tactful, possess good judgment, poise and initiative, and maintain a professional appearance and demeanor at all times. The candidate must have strong prioritizing and problem-solving skills, solid communication skills (written & oral) and be able to communicate effectively with clients within and outside the court. A demonstrated ability to work harmoniously with others in a team environment and to exhibit a professional manner at all times is essential.

Required Qualifications:

To qualify at the CL 27 level: Two years of specialized experience, including at least one year equivalent to work at the CL-26 level.

Specialized Experience:

Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

Preferred Qualifications:

The Court prefers the candidate to have a bachelor's degree from an accredited university in business or public administration, political science, criminal justice, law, or other field closely related to the subject matter of the position. Five (5) years of specialized experience which demonstrates working knowledge, skills, and abilities to successfully perform the duties of the ECRO Case Administrator may be substituted for the degree requirement.

Benefits:

11 holidays • 13-26 days annual leave (increases with service) • 13 days sick leave • Federal Employees Retirement System • Thrift Savings Plan • Commuter Benefit Program/Metro Transit Subsidy Program • Flexible Spending Accounts • Insurance available for health, dental, vision, life, and long-term care.

How to Apply:

To apply for this position, you must combine ALL documents listed below into a single PDF file and email to uscfcjobs@cfc.uscourts.gov. Zip files and faxes will not be accepted. Please include the Title and Job Announcement Number in the subject line.

- **Cover Letter** (include the Announcement Number and the position title and address your qualifications relating to the duties and responsibilities of this position);
- **Résumé;**
- **Form AO78 Federal Judiciary Application Form** which can be found at: www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf;
- **Three (3) business/professional references** with name, affiliation, and contact information;

- **Salary History** for prior three (3) years;
- If a current Federal Civilian Employee, your **latest Personnel Evaluation** and your **latest SF-50**; and,
- If a current or recently discharged or retired military member, your **latest Officer Evaluation Report (OER), Enlisted Evaluation Report (EER) or equivalent, and a copy of your DD Form 214.**

What to Expect Next

- The court will conduct an evaluation of each applicant's qualifications and materials after receipt of a complete application package.
- Applicants selected for an interview will be contacted. Interviews may commence immediately.
- The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which actions may occur without prior written or other notice.
- This is an "Excepted Appointment" and an "At Will" position. Federal Government Civil Service classifications or regulations do not apply.
- All appointments are subject to a full background check including an FBI Fingerprint Background Check, as well as periodic reinvestigation.
- If offered employment, such employment will be provisional pending the satisfactory completion of a mandatory Fingerprint and Background Investigation. The provisional nature of your employment, however, will not affect your start date, salary, or other benefits.
- No phone calls please. Only those candidates selected for an interview will be contacted.
- The United States Court of Federal Claims is an Equal Opportunity Employer.