

UNITED STATES DISTRICT COURT
DISTRICT OF NEW HAMPSHIRE

55 PLEASANT STREET, ROOM 110
CONCORD, NEW HAMPSHIRE 03301-3941
603-225-1423 www.nhd.uscourts.gov



Position:	Chief Deputy Clerk (Operations Manager until 03/31/25) 2024-01
Location:	Concord, New Hampshire
Operations Manager:	\$129,881 to \$191,900 (Salary Range Until 03/31/25) Based on Qualifications
Chief Deputy:	\$190,439 to \$204,000 (Salary Range After 03/31/25) Based on Qualifications
Opening Date:	January 8, 2024
Closing Date:	February 2, 2024

Position Overview

The District Court serves the entire state of New Hampshire. The Clerk's Office is located in Concord (no divisional offices) and has a staff of 28. There are five district judges and two full-time magistrate judges.

The Chief Deputy Clerk holds a senior-level leadership and management position and works in partnership with the Clerk of Court to oversee all aspects of court operations and personnel.

The Chief Deputy Clerk position is robust, challenging and multifaceted. It requires a variety of legal and administrative skills, including proficiency in caseflow management principles and electronic case filing systems, and expertise in legal process, rules, and procedure.

Duties of the Chief Deputy Clerk include:

- Legal research and analysis.
- Employee supervision, hiring, development, and discipline.
- Development of operational procedures, financial internal controls, and technical policy manuals.
- Liaison to the District's judicial officers and to related federal offices.
- Public relations and liaison to the bar, public, and media.
- Long-range planning, strategic planning, succession planning, and forecasting.
- Website development and revision.
- Oversight of criminal defense panel, pro bono panel and local rule revision process.
- Responsibility for bar admissions/discipline and development of attorney CLE programs.
- Project management including implementation of new operations technologies.
- Purchasing and budget management.
- Courthouse security.

Dan Lynch, the current Clerk of Court, will retire on March 31st, 2025, and will be succeeded by the current Chief Deputy Clerk, Tracy Uhrin. As a result, this position will necessarily begin as an Operations Manager and will transition to the Chief Deputy Clerk upon Clerk Lynch's retirement.

Qualifications

While not required, the ideal candidate will have:

- Minimum five years of progressively responsible administrative or managerial experience.
- Demonstrated leadership skills and supervisory abilities.
- Familiarity with concepts, principles, and theories of judicial administration and organizational management.
- Capacity to synthesize complex information, exercise sound judgment, and problem solve.
- Well-developed legal research and analysis abilities.
- Experience in financial oversight.
- Exceptional interpersonal and communication skills (written and verbal).
- Ability to motivate and develop employees and facilitate a team-oriented environment.
- Firm commitment to continued learning.
- Appreciation and passion for the court's mission.

Education requirements:

- Juris Doctor degree from an accredited educational institution **(required)**.
- Completed bachelor's or master's degree in public, business, or judicial administration (or related field) **(preferred)**.

Additional Information

- Applicant must be a U.S. citizen or eligible to work in the United States.
- Employees of the United States District Court are "At Will" employees and are required to adhere to a Code of Conduct for Judicial Employees.
- The selected candidate will be subject to a background check (including references, criminal history, and credit history) as a condition of employment. The person selected for this position will also be required to submit fingerprints for an FBI background check. Employment will be considered provisional pending the successful completion of a ten year background investigation. The incumbent will be subject to updated background investigations every five years.
- All appointments are subject to mandatory electronic funds transfer for payment of net pay.

The United States District Court for the District of New Hampshire is an equal opportunity employer.

Application Process

Qualified applicants should submit a letter of application, a resume detailing the applicant's qualifications and experience, and responses to the two pre-interview questions listed below in one PDF document to:

tom_vanbeaver@nhd.uscourts.gov

The applicants deemed most qualified will be invited to participate in a personal interview at their own expense. References will not be required until an applicant is considered a finalist. The Clerk reserves the right to modify the conditions of this vacancy announcement at any time or to withdraw it without prior notice.

Pre-Interview Questions

Your responses to the following questions will allow us to better assess your qualifications.

1. Using the bulleted list of duties set forth in the “Position Overview” section above, briefly describe the specific skills, experience and personal attributes you possess that will enable you to perform those listed duties. Also, explain which of the listed duties are the most personally appealing to you and the reason(s) those duties are appealing.
2. Describe your leadership style, both in terms of your approach with employees you supervise and how you work with internal and external stakeholders to achieve a common goal. Please provide a specific example of a time when you felt your management of a situation lead to a successful outcome.