



United States Court of International Trade

One Federal Plaza
New York, NY 10278-0001
www.cit.uscourts.gov

Job Announcement: 25-01
Opening Date: February 28, 2025

VACANCY ANNOUNCEMENT

JOB TITLE:	Clerk of Court
SALARY RANGE:	\$202,453 - \$247,400 (JSP 16-17) Depending on qualifications and experience.
CLOSING DATE:	Open Until Filled
START DATE:	October 1, 2025 (Approximately)

POSITION OVERVIEW

The United States Court of International Trade is accepting applications for the position of Clerk of Court. The Clerk of Court is appointed by the judges of the Court. This is a high-level management position which functions under the direction of the Chief Judge of the Court. The Clerk is responsible for managing the administrative activities of the Clerk's Office and overseeing the performance of the statutory duties of the office. This is an in-person position and the duty station is New York, New York.

The Clerk of Court serves as the Chief Executive Officer of all non-judicial functions and activities of the Court. Duties include, but are not limited to:

- Analyze, consult with, and make recommendations to the judges regarding Court policies and procedures; track and implement policies as required by the Judicial Conference of the United States.
- Oversee the preparation and management of the annual budget for the Court's approval and submission to Congress.
- Serve as the chief financial officer for the Court, conduct audits, and ensure that internal controls are followed.
- Hire, develop, and manage the Clerk's Office personnel; review and analyze the organizational structure of the Clerk's Office; oversee all aspects of employee relations and performance management; create and maintain a culture of teamwork.
- Collaborate with the Administrative Office of the U.S. Courts, other courts, the bar, General Services Administration, U.S. Marshals Service, and other government agencies on various matters necessary to Court activities such as safety and security, case management, space and facilities, and information technology.
- Oversee the procurement services for space, furniture, furnishings, equipment, supplies, and contracting services; and the coordination of construction and building maintenance projects.
- Work with members of the bar and court advisory committee to improve the delivery of Court services and advise on changes to the Court's Rules.
- Provide administrative support and expertise for meetings of the Judges and Court committees.
- Manage, plan, coordinate, support and execute all aspects of the Court's Judicial Conference.
- Oversee the Court's electronic case filing system and ensure the timely and accurate docketing of information and management of the cases.
- Direct the development and operation of automation and technology systems.
- Oversee the library and the design and management of training programs.
- Serve as the principal public relations officer for the Court; facilitate the Court's outreach efforts with the bar and various other constituencies.
- Coordinate and oversee statistical studies and reports as required by the Court and the Administrative Office of the U.S. Courts.

QUALIFICATIONS

EXPERIENCE: A minimum of 10 years of progressively responsible experience in public service, law, or business that provides a thorough understanding of organizational, procedural and human aspects of managing a complex and multi-faceted organization. At least three of the 10 years of experience must have been in a position of substantial management responsibility. An attorney who is in the active practice of law in either the public or private sector may utilize said active practice on a year-for-year basis for the experience requirement.

EDUCATIONAL REQUIREMENTS: A bachelor's degree from a college or university of recognized standing may be substituted for 3 years of the required experience. Preferably such degree should have included courses in law, government, and/or public, business, or judicial administration, or related fields. A postgraduate degree in public, business, or judicial administration from such a college or university may be substituted for one additional year of the required experience. A degree from an accredited law school may be substituted for two additional years of the required experience.

The successful candidate should be an effective leader, innovator, and able to manage a diverse set of responsibilities, projects, and people. Excellent organizational, analytical, problem-solving, and interpersonal skills, as well as the ability to communicate effectively both orally and in writing are essential. The candidate should possess initiative, tact, excellent judgment, and unquestionable integrity at all times. Preference will be given to candidates with management experience in a federal court and an understanding of court operations, case filing systems, and administration. Knowledge of customs and international trade law or experience in federal judicial administration is relevant but not required.

BENEFITS

The Judiciary offers a comprehensive benefits package that includes, in part, paid vacation, sick leave, holidays, life insurance, health benefits, and participation in the Federal Employees' Retirement System. For more information about the major benefits offered to most federal employees, [click here](#) or go to: <https://www.uscourts.gov/careers/benefits>.

OTHER INFORMATION

- Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship.
- Applicants selected for interviews must travel at their own expense.
- As a condition of employment, the selected candidate must successfully complete a ten-year background investigation, and subsequent favorable suitability determination, and every five years thereafter will be subject to a re-investigation.
- Employees are required to use Electronic Funds Transfer (EFT) for payroll direct deposit.
- Federal court employees are appointed under the excepted service.
- Employees are required to adhere to the Code of Conduct for Judicial Employees which is available for applicants to review on the [US Courts website](#).
- The federal courts are Equal Employment Opportunity Employers.

HOW TO APPLY

- Consideration will only be given to those that apply through the Court's online application system by clicking [here](#) or at: <https://ww2.cit.uscourts.gov:8443/recruitment/>
- Upload a cover letter detailing relevant experience and how you satisfy the qualifications for the position, resume, and three letters of recommendation. Attachments must be in PDF format (unless otherwise specified) and not be password protected. Files are limited to a size of 5 MB.

Only applicants selected for an interview will be notified. All application information is subject to verification. The Court reserves the right to modify, withdraw, or fill the vacancy announcement at any time, any of which actions may occur without prior written or other notice.

UNITED STATES COURT OF INTERNATIONAL TRADE IS AN EQUAL OPPORTUNITY EMPLOYER