



**UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF MAINE**

Position Announcement

CLERK OF COURT

Salary Range: JSP 16 – JSP 17 (Salary Range \$194,572 - \$247,400)
(Starting salary is commensurate with experience and qualifications)

Location: Portland, Maine

Opening Date: Wednesday, September 10, 2025

Closing Date: Priority given to applications received by Friday, October 17, 2025

Position Overview

The United States District Court for the District of Maine is seeking a dedicated and experienced administrator to serve as the Clerk of Court. This is an executive-level management position, responsible for operational and administrative management of the Court. The Court requires a Clerk who possesses outstanding leadership and management skills and the technical expertise needed to competently, efficiently, and conscientiously attend to complex administrative, operational, and budgetary challenges.

The Clerk of Court serves under the direction of the Chief Judge and is responsible for performing the statutory duties of the Office of the Clerk pursuant to 28 U.S.C. § 751. Among the core duties of the Clerk's Office is serving as the official custodian of the records and dockets of the Court, a task crucial to the Court's administration of justice in the cases that come before it. The Clerk is responsible for managing all administrative and operational activities of the Clerk's Office and overseeing the performance of the statutory duties of the office, including the establishment of strategic goals, budget development and

execution, and coordination of activities with other court units, federal agencies, and legal associations. The Clerk's Office is also responsible for providing administrative support services in the areas of human resources, information systems, space and facilities, and finance.

The Clerk's Office currently has a staff of twenty-seven employees, located between the Bangor and Portland offices. Although the Clerk's primary duty station is in Portland, regular, periodic travel to the Bangor courthouse is a requirement of the position.

Responsibilities

The Clerk of Court performs duties which include, but are not limited to:

- Working closely with the Chief Judge regarding court administration and policy;
- Creating a vision of excellence through strategic planning in an environment of limited and decreasing resources;
- Creating and maintaining a culture that values human resources and the contributions necessary to maintain a good customer service-based organization;
- Promoting and maintaining the integrity of official court records in the custody of the Clerk;
- Directing and overseeing the Court's property, procurement, and financial management programs, and ensuring proper oversight in the development, revision, and maintenance of internal control procedures;
- Providing executive level support for development and implementation of information technology projects and oversight of space and facilities matters;
- Performing personnel related duties including, but not limited to, hiring, or recommending the selection of individuals for hiring, performance management, and personnel actions;
- Preparing and managing the Court's annual budget;
- Directing the reporting and accounting of all money received and processed through the office, including adapting and installing new or improved methods, systems, and procedures for assuring the accuracy of accounts and for facilitating the receipt, deposit and disbursement of monies processed;
- Establishing and adjusting long range schedules, priorities, and deadlines for completion of work assignments, and coordinating project design and implementation;
- Analyzing and making recommendations on statutes, local rules, and procedures affecting the operation of the Court;
- Directing development and administration of comprehensive emergency preparedness plans;

- Establishing proactive relationships with the bar, other court units, Administrative Office committees, and governmental agencies to facilitate and improve the delivery of court services;
- Coordinating and preparing statistical studies and reports as required by the Court, the Circuit, the Administrative Office of the United States Courts, and the Judicial Conference of the United States;
- Serving as the Court's Public Information Officer; and
- Performing special duties as directed.

Qualifications

- Must be a U.S. citizen or eligible lawful permanent resident seeking citizenship.
- A bachelor's degree is required.
- Education with an emphasis in government administration, judicial administration, public administration, business administration, or a related field, is preferred.
- Experience in the federal judiciary is preferred; operational knowledge of the courts, court policies and procedures, and office automation (including automated case management systems), is also preferred.
- Candidates must be able to demonstrate substantial, progressively responsible administrative experience gained in public service, law, or business (e.g., financial management, operations management, space and facilities management, human resources management, oversight of information technology, and long and short-range planning) and how that experience informs their understanding of the organizational, procedural, and human aspects of managing an organization. A minimum of ten (10) years of such experience is anticipated of candidates, with at least three (3) years involving substantial management responsibility.
- Solid organizational, problem solving, and conflict resolution, as well as outstanding oral and written communications skills, are required. The successful candidate should be a leader and motivator who is able to clearly describe his or her demonstrative leadership style, vision, and values.
- A performance history that clearly reflects skills and demonstrable experience in managing a large, detailed annual budget.

Benefits

- 11 Paid Federal Holidays
- Paid Annual Leave
- Paid Sick Leave
- Federal Employee Health Benefits
- Dental and Vision Insurance

- Group Life Insurance
- Accidental Death Benefit
- Long-term Disability
- Flexible Spending Program
- Employee Assistance Program
- Direct Deposit
- Parking Privileges
- Federal Retirement Program
- Thrift Savings Plan (employer matching, similar to a 401K)

Selection Process

The most qualified applicants will be invited to one (or more) personal interviews. Persons selected for interviews will be required to travel to the designated location at their own expense. The court is not authorized to reimburse candidates for travel expenses.

Prior to appointment, the selectee must undergo an FBI background check and investigation. The selectee may then be appointed provisionally, and retention will depend upon the background investigation concluding with a favorable suitability determination. As a condition of employment, an updated background check and reinvestigation is required every five years, the results of which are to be approved by the Chief Judge.

Application Procedure

To be assured consideration for this position, qualified applicants must submit the following:

- Completed AO 78 Application for Judicial Branch Federal Employment (available at: <https://www.uscourts.gov/forms-rules/forms/application-judicial-branch-federal-employment>)
- Cover letter outlining qualifications, relevant experience, management style, and philosophy.
- Resume detailing years of specialized experience, including management experience, functions managed, and the number and composition of personnel supervised.
- Contact information for three (3) professional references knowledgeable of employment history (including legal and technical knowledge), character and integrity.

Documents must be sent in PDF format to: Clerk_Applications@med.uscourts.gov

The court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. Incomplete applications, as well as those not submitted electronically, will not be considered. Only those applicants selected for interviews will be contacted.

The United States District Court is an Equal Opportunity Employer.