

Supreme Court of the United States
Washington, D. C. 20543

January 28, 2013

JOB VACANCY

POSITION: Clerk of the Court

DESCRIPTION: As a Statutory Officer of the Court (28 U.S.C. §671) the Clerk of the Court is a high level management position responsible for administration of the Clerk's Office, including overall responsibility for case processing, record keeping, preparation of the Court's calendar, and related administrative functions. The Clerk provides liaison between the Court, the bar and the general public regarding the Court and its administrative procedures. The Clerk is responsible for drafting and interpreting the Rules of the Court. The Office of the Clerk has 31 employees and utilizes an automated case processing system.

QUALIFICATIONS: Law Degree. A minimum of 10 years experience in a legal environment, including at least 5 years of substantial leadership and managerial experience are required. Knowledge of the operation of an appellate court and familiarity with computer technology are required. Strong leadership, management, interpersonal, and legal skills are all required.

SALARY: Up to Executive Level II, (currently \$179,700)

CLOSING DATE: March 1, 2013

TO APPLY, please e-mail RESUME AND COVER LETTER to:

clerkofthecourtposition@supremecourt.gov

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