

**CLERK OF COURT
UNITED STATES DISTRICT COURT
DISTRICT OF MASSACHUSETTS**

The United States District Court for the District of Massachusetts seeks applications from qualified persons for the position of Clerk of Court. The Clerk of Court is appointed by the Judges of the U. S. District Court and reports to the Chief Judge. The Clerk serves as the chief executive officer of the non-judicial functions of the court. Duties include, but are not limited to personnel management, budget preparation, procurement management, training, statistical reporting, records management and jury operations.

EXPERIENCE: To qualify for this position, the candidate must possess a minimum of ten years of proven leadership experience in complex public or private sector organizations. This experience must exhibit a thorough understanding of organizational, procedural, financial and personnel management.

EDUCATION: A bachelor's degree from a college or university of recognized standing is required, and a postgraduate degree in law, business or judicial administration is preferred.

APPLICATIONS: Persons interested in being considered for this position should submit a letter of application, resume and salary requirements marked "Confidential" to Gary H. Wentz, Circuit Executive, Office of the Circuit Executive, John Joseph Moakley U. S. Courthouse, 1 Courthouse Way, Ste. 3700, Boston, MA 02210. Applications must be received by 5:00 p.m. on Friday, October 8, 2004 to be considered. The successful candidate will be required to undergo a full F.B.I. background investigation. Selected applicants will be invited to a personal interview and will be required to travel to Boston at their own expense.

Salary: The salary range for this position is a JSP 16-17 (\$119,972 to \$145,600), and the starting salary is dependent upon qualifications, experience and salary history.

The United States District Court for the District of Massachusetts is an Equal Opportunity Employer.