



## VACANCY ANNOUNCEMENT

### UNITED STATES DISTRICT COURT WESTERN DISTRICT OF NEW YORK

Address: 2 Niagara Square, Buffalo, NY

100 State Street, Rochester, NY

Website: [www.nywd.uscourts.gov](http://www.nywd.uscourts.gov)

**Position** Clerk of Court  
**(Full-Time)**  
**Vacancy** 25-03  
**Duty Station** Buffalo or Rochester, New York  
**Salary** \$198,684 - \$238,944  
*Based on qualifications and experience.*

### Overview

The United States District Court for the Western District of New York is accepting applications for a full-time Clerk of Court. The Clerk of Court is appointed by the judges of the Western District of New York. This is a high-level management position which functions under the direction of the Chief Judge of the Court. The Clerk of Court is responsible for managing the administrative activities of the Clerk's Office and overseeing the performance of the statutory duties of the office.

### Representative Duties

- Consulting with and making recommendations to the judges regarding court policies and procedures;
- Directing staff responsible for the processing of civil and criminal cases, the issuance of process and the maintenance of official records in the custody of the court;
- Managing the jury operations of the court and making recommendations as required to improve juror utilization;
- Directing through subordinate staff the court's financial service function including purchasing, juror payments, and accounting functions;
- Working with members of the bar and the public to improve the delivery of court services;
- Working with various governmental agencies on a variety of issues necessary to court activities such as data processing, fiscal, and personnel;
- Hiring and assigning personnel as well as designing and managing training programs;
- Preparing and managing the annual budget;
- Conducting special studies as directed and preparing statistical and narrative reports; and
- Managing staff responsible for automation and information technology services, statistical analysis and reporting requirements, inventory control, and human resources management.



### How to Apply

Please submit a cover letter, resume, contact information for three professional references, and AO78 Application for Judicial Branch Federal Employment (available at [www.uscourts.gov](http://www.uscourts.gov)) as a single PDF attachment by email to: [applications@nywd.uscourts.gov](mailto:applications@nywd.uscourts.gov) subject line "Clerk of Court No. 25-03." Save the documents as one PDF, using your firstname\_lastname. When the AO78 is filled out electronically and returned by email, the fillable form must first be resaved and submitted as a non-fillable PDF before submission, otherwise the form will appear blank. **Applicants are required to complete the AO78, page 5, Optional Background Information.** Only candidates selected for an interview will be notified and must travel at their own expense.

### Important Dates

Application Deadline: March 31, 2025

Position Available: March 2, 2026

### District Overview

The District's jurisdiction encompasses the 17 most western counties of Upstate New York, with courthouses located in Buffalo and Rochester. The District is comprised of approximately 100 employees.

## Qualification Requirements

**General:** A minimum of 10 years of progressively responsible administrative experience in public service or business which provides a thorough understanding of organizational, procedural and human aspects in managing an organization.

**Management Responsibility:** At least three of the 10 years of experience must have been in a position of substantial management responsibility.

**Practice of Law:** An attorney who is in the active practice of law in either the public or private sector may substitute said active practice on a year-for-year basis for the management or administrative experience requirement.

## Educational Equivalents

**Undergraduate:** Education in a college or university of recognized standing may be substituted for a maximum of three years of the required general experience on the basis of one academic year of education equals nine months of experience. A bachelor's degree from a college or university of recognized standing may be substituted for three years of the required general experience. Preferably such degree should have included courses in law, government, public, business or judicial administration or related fields.

**Postgraduate:** 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 general experience.

**Legal:** A degree from an accredited law school may be considered as qualifying for two additional years of the required general experience.

## Preferred Qualifications/Court Preferred Skills

- Management experience in the federal government, a federal or state court system or court administrative office is strongly preferred.
- Excellent leadership, organizational and analytical skills
- A demonstrated ability to lead with vision
- Strong interpersonal, written and oral communication skills
- Ability to apply sound judgment especially in crisis situations, problem solve, and act with integrity
- Ability to foster effective working relationships with judges, court staff, other federal entities, and the public
- A performance history that clearly reflects skills and demonstrated experience in managing an annual budget
- Completion of a law degree (J.D. or equivalent) and thorough knowledge of both federal civil and criminal rules of procedure and familiarity with the Local Rules of the Court is preferred.

## Background Investigation

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.

## Applicant Information

Employees must adhere to a [Code of Conduct](#). The Court provides reasonable accommodations to applicants with disabilities. Veterans' preference is not a factor used in Judicial Branch appointments. Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. By statute, the Clerk of Court must reside within the district. Positions with the U.S. Courts are excepted service appointments, which are "at will" and may be terminated with or without cause. Employees are required to use electronic funds transfer for payroll deposit.

## Benefits

Click [HERE](#) to learn more about the Judiciary's benefits.

***The United States District Court for the Western District of New York is an Equal Opportunity Employer.***