

UNITED STATES DISTRICT COURT
DISTRICT OF NEW HAMPSHIRE
OFFICE OF THE CLERK



CHIEF DEPUTY CLERK
(OPERATIONS MANAGER UNTIL 03/31/25)
2024-01

The U.S. District Court for the District of New Hampshire has an immediate opening for a full-time, permanent Chief Deputy Clerk. Daniel Lynch, the current Clerk of Court, will retire on April 31, 2025, and will be succeeded by the current Chief Deputy Clerk, Tracy Uhrin. As a result, this position will begin as an Operations Manager and will transition to the Chief Deputy Clerk position upon Clerk Lynch's retirement.

Position Overview

The Chief Deputy Clerk holds a senior-level leadership and management position and works in partnership with the Clerk of Court to oversee all aspects of court operations and personnel.

The position is robust, challenging and multi-faceted, and requires both legal and administrative skills.

Full benefits are available with a starting salary range of \$129,881 to \$191,900 for the Operations Manager position (until 03/31/25) and range of \$190,439 to \$204,000 for the Chief Deputy position (beginning 03/31/25), depending upon experience.

Education Requirements

- Juris Doctor degree from an accredited educational institution (required).
- Completed bachelor's or master's degree in public, business, or judicial administration

For more information on the position and application requirements, including two pre-interview questions, please refer to the "News" section of the court's website at <https://www.nhd.uscourts.gov/employment-opportunities>.

Applications must be received by the close of business on February 2, 2024. EOE.

Qualifications

While not required, the ideal candidate will have the following:

- Minimum of five years of progressively responsible administrative or managerial experience.
- Demonstrated leadership skills.
- Well-developed legal research and analysis abilities.
- Capacity to synthesize complex information, exercise sound judgment and problem solve.
- Exceptional interpersonal and communication skills (written and verbal).
- Ability to motivate and develop employees, and facilitate a team-oriented environment.
- Firm commitment to continued learning.
- Familiarity with concepts, principles, and theories of judicial administration and organizational management.
- Appreciation and passion for the court's mission.