



# UNITED STATES FOREIGN INTELLIGENCE SURVEILLANCE COURT

## **JOB OPPORTUNITY**

**Announcement Number:** 26-FISC-01

**Position Title:** CHIEF DEPUTY CLERK (TYPE II)  
*(TS/SCI clearance is required)*

**Grade/Salary Range:** JSP-13 (\$121,785 - \$158,322)  
JSP-14 (\$143,913 - \$187,093)  
JSP-15 (\$169,279 - \$197,200)  
*(Starting salary commensurate with work experience, qualifications  
and prior pay history.)*

**Position Location:** Washington, DC

**Position Information:** Full-time, Permanent, Excepted Service

**Area of Consideration:** Open to all qualified sources possessing a current and active TOP SECRET/SCI clearance

**Open Date:** March 23, 2026

**Closing Date:** Open Until Filled (Preference given to applications received by April 24, 2026)

**How to Apply:** To be considered for this “at will” position, applicants are required to submit the below listed documents:

- A cover letter detailing how your experience relates to the position requirements.
- [AO-78, Federal Judicial Branch Application for Employment](#) (can be downloaded from [www.uscourts.gov](http://www.uscourts.gov)) (Note: Page 5 of the AO-78 must be completed and signed.)
- A resume detailing all relevant experience, education, and accomplishments.

Failure to submit a complete and signed cover letter, resume, and AO-78 will result in immediate disqualification. The Description of Work section of the AO-78 must be complete to include salary information. Indicating “see resume” is not acceptable. Incomplete and/or unsigned applications will not be considered, returned or retained. Only applicants selected for an interview will be contacted and must travel at their own expense. Relocation expenses will not be provided. One application per candidate will be accepted for this announcement.

Applications may be mailed, or hand delivered to:

United States District Court  
Attn: Human Resources (26-FISC-01)  
333 Constitution Avenue, NW, Room 2712  
Washington, DC 20001

Or via e-mail to: [DCD\\_HumanResources@dcd.uscourts.gov](mailto:DCD_HumanResources@dcd.uscourts.gov)

If applying by email, a single attachment (in Adobe Acrobat (.pdf) format) in one email message should be organized as follows: (1) Cover letter, (2) AO-78, and (3) Resume.

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### **JOB SUMMARY:**

The position of Chief Deputy Clerk (Type II) is located in the Clerk’s Office of the United States Foreign Intelligence Surveillance Court and the Foreign Intelligence Surveillance Court of Review. The Chief Deputy Clerk (Type II) reports directly to the Clerk of Court. The Chief Deputy Clerk (Type II) serves as the office manager and is responsible to the Clerk for the administration and supervision of the office.

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### **DUTIES AND RESPONSIBILITIES:**

- Serve as the first level supervisor for Clerk’s office employees.
- Assist the Clerk in managing, tracking and processing all budgetary requests.
- Manage the day-to-day caseload and ensure the court staff, the Clerk and the judges are apprised of updates as needed.
- Work closely with legal staff on time-sensitive matters to ensure correct and efficient processing of documents.
- Work closely with specific parties outside the Judiciary to collect and disseminate time sensitive information and workflow updates to the appropriate individuals.
- Along with others, accept and review incoming documents to ensure conformity with the appropriate rules of practice and court requirements.
- Assume all duties and responsibilities of the Clerk in the absence of the Clerk.
- Work closely with the Clerk in determining long range priorities as well as general operational management practices.

- Assist with coordinating and managing judicial meetings and conferences.
  - Other duties as assigned.
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## **EDUCATION:**

*Undergraduate:* The successful candidate must possess a bachelor's degree from an accredited college or university in business or public administration, political science, criminal justice, law, management or a field closely related to the subject matter of the position.

*Postgraduate:* A postgraduate degree in public, business or judicial administration from a college or university may be substituted for one additional year of the required general experience.

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## **EXPERIENCE:**

### **General Experience:**

A minimum of 3 years of progressively responsible administrative, professional, investigative, technical or other responsible work that provided an opportunity to gain:

- a) a general knowledge of management practices and administrative processes,
- b) open, clear and transparent communication skills,
- c) ability to synthesize complex information and prioritize accordingly,
- d) ability to take initiative and demonstrated problem solving abilities,
- e) skill in dealing with others in person-to-person work relationships, and
- f) the ability to exercise mature judgment.

### **Specialized Experience:**

A minimum of 3 years of progressively responsible experience in administrative, supervisory, managerial, or professional work that provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of management.

### **Court Preferred Experience:**

Demonstrated document management skills for large, complex cases and internal or non-case related records is preferred. Management experience in a federal or state court judicial or administrative office of the courts is highly desired, as is experience working with classified information. Solid organizational, problem solving, and conflict resolution skills, as well as exceptional oral and written communication and interpersonal skills are strongly preferred. A proven record in leadership and accomplishment is desired. Experience in information technology and a working knowledge of the federal court system are preferred.

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## **EMPLOYEE BENEFITS:**

Full-time employees of the United States Foreign Intelligence Surveillance Court are eligible for a full range of benefits to include:

- A minimum of 11 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Federal Employees' Retirement System (FERS)
- Optional participation in the Thrift Savings Plan (TSP), the Federal Employees Health Benefits Program (FEHBP), Federal Dental and Vision Insurance Program (FEDVIP), the Federal Employees' Group Life Insurance (FEGLI), the Flexible Benefits Program, the Commuter Benefit Program, and SmartBenefits (mass transit subsidy up to \$340 per month)
- Employee Recognition Program, budget permitting
- Workers' Compensation Program
- On-site physical fitness facility
- Flexible work schedule
- Federal Occupational Health Services Program (FOH)/ On-site Health Unit
- Employee Assistance Program (EAP)/Work Life Services
- Virtual Learning through the Judiciary Online University
- Student Loan Forgiveness for Public Service Employees
- Priority enrollment for children beginning at three months of age until kindergarten of all employees of the United States Courts in the Thurgood Marshall Child Development Center (TMCDC)

*For more detailed information about federal court benefits, please go to:*

[www.uscourts.gov/careers/benefits](http://www.uscourts.gov/careers/benefits).

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## **CONDITIONS OF EMPLOYMENT:**

United States citizenship is required for consideration for this position.

Because of the access to classified materials and information, a TOP SECRET/SCI clearance is required for this position. Preference will be given to applicants with a current and active TOP SECRET/SCI clearance. The selected candidate will also undergo a background check.

Employees of the United States Foreign Intelligence Surveillance Court are excepted service appointments. Excepted service appointments are "at will" and can be terminated with or without cause by the court.

Employees are required to adhere to the [Code of Conduct for Judicial Employees](#).

Employees are required to use Electronic Fund Transfer (EFT) for payroll deposit.

Selection will be made consistent with the provisions of the Equal Employment Opportunity Plan adopted by the United States District and Bankruptcy Courts for the District of Columbia.

The Court reserves the right to modify the conditions of this announcement.