



# U.S. COURT OF APPEALS FOR THE NINTH CIRCUIT

## VACANCY ANNOUNCEMENT

---

|                                     |  |
|-------------------------------------|--|
| <b>POSITION:</b>                    | <b>Chief Deputy, Operations</b>  |
| <b>LOCATION:</b>                    | San Francisco, CA  |
| <b>CLASSIFICATION LEVEL/SALARY:</b> | JS 14 – JS 16 (\$116,768 - \$168,700)<br><i>Depending on experience, salary, and qualifications.</i> |
| <b>CLOSING DATE:</b>                | Open until filled<br><i>Priority given to applications received by<br/>October 2, 2015</i>           |

---

### POSITION OVERVIEW

This position is located in San Francisco and reports to the Clerk of Court. The Chief Deputy is a senior level manager responsible for the oversight and management of all operations functions related to case flow. The incumbent works closely with judges, court personnel, other courts and governmental agencies to improve the case flow process and overall operations of the court. Under the direction of the Clerk, the incumbent will establish priorities; analyze, formulate and implement procedures; and work with supervisors to establish and enforce performance expectations.

### REPRESENTATIVE DUTIES

- Serves in an advisory capacity to the Clerk concerning policy matters affecting case flow operations. Informs the Clerk of the status of current operations and the effectiveness of present office practices, suggesting improvements where necessary.
- Implements the Federal Rules of Appellate Procedure and local rules. Serves as staff to the Advisory Committee on Rules and Internal Operating Procedures.
- Directs the creation, preparation and submission of statistical data and other management information which reflects the workload of the court and the Clerk's Office and which monitors the progression of cases through the court.
- Develops organizational goals and objectives, including the establishment and adjustment of long range schedules, priorities and deadlines for completion of work assignments. Establishes operating guidelines and procedures. Studies continuing problems in the quantity and quality of work and takes or recommends necessary corrective action.
- Performs a quality control function over the work product. Through consultation with the Clerk, is responsible for the establishment of product standards and for ensuring those standards are met.
- Oversees the development and implementation of performance evaluations and practices related to supervisory oversight, rewards and disciplinary process.
- Makes recommendation for personnel actions such as appointments, promotions, and separations. Mentors supervisors and staff to foster professional growth and positive working groups.
- Acts for the Clerk as required.

---

## MINIMUM REQUIREMENTS

Candidates must have a minimum of six years of progressively responsible, successful and substantive administrative experience (3 of which must be managerial) in public service or business.

---

## PREFERRED QUALIFICATIONS

- Law school graduate.
- Member of the bar of a state, territorial or federal court of general jurisdiction.
- Extensive management experience in the federal judiciary. The successful candidate should be a leader, motivator and highly organized.
- Experience responding to the needs of multiple senior leaders within an organization.
- Experience defining and streamlining operational processes. Expert knowledge of CM/ECF, including the ability to conduct training, define reports and make recommendations regarding the operational needs of the court.
- Excellent oral and written communication skills.
- Demonstrated ability to successfully resolve personnel matters.

---

## BENEFITS

- Vacation time accrues at a rate of 13 days per year the first three years; increasing with tenure.
- Sick days accrue up to 13 per year; 10 holidays.
- Choice of a variety of employer-subsidized federal health and life insurance plans. Dental and vision coverage available. Flexible spending account program. Optional long-term care insurance.
- Participation in both the Federal Employees Retirement System and the Thrift Savings Plan (similar to a 401K, with employer matching).
- Onsite gym and café.
- Mass transit subsidy (budget dependent).

---

## CONDITIONS OF EMPLOYMENT

Must be a U.S. citizen or a permanent resident in the process of applying for citizenship. Positions with the U.S. Courts are excepted service appointments. Excepted service appointments are “at will” and can be terminated with or without cause by the Court. Employees will be hired provisionally pending the results of a background investigation and fingerprinting. Employees are subject to *The Judicial Code of Conduct*. Direct deposit of pay required. The U.S. Court of Appeals is an Equal Opportunity Employer.

---

## ABOUT THE COURT

The Ninth Circuit Court of Appeals is one of 12 regional federal courts. Circuit courts hear appeals from the district (trial) courts located within their circuit, as well as appeals from decisions of federal administrative agencies. Headquartered in San Francisco with courthouses in Pasadena, Seattle and Portland, the Court serves nine western states, Guam and the Mariana Islands. The San Francisco courthouse is conveniently located one block from the Civic Center BART/Muni station. For more information about the Ninth Circuit Court of Appeals, please visit: <http://www.ca9.uscourts.gov>

---

## TO APPLY

Please submit a resume with a detailed cover letter which clearly demonstrates why you are the best candidate for this position, along with 3 professional references to: [deputy@ca9.uscourts.gov](mailto:deputy@ca9.uscourts.gov)

To ensure consideration, please submit these materials by **October 2, 2015**. Due to the volume of applications received, only candidates selected for an interview will be contacted. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.