



U.S. COURT OF APPEALS FOR THE NINTH CIRCUIT

VACANCY ANNOUNCEMENT

POSITION: Chief Deputy, Operations

LOCATION: San Francisco, CA

CLASSIFICATION LEVEL/SALARY: JS 15 – JS 16 (\$137,353 - \$168,700)
Depending on experience, salary, and qualifications.

CLOSING DATE: Open until filled
*Priority given to applications received by
November 9, 2015*

(Reposted from August 24, 2015)

POSITION OVERVIEW

The Chief Deputy reports to the Clerk of Court and is responsible for managing operations related to case flow, including: docketing, calendaring, case materials, and procedural motions. The Chief Deputy is the principal owner for the court's case management system and is responsible for ensuring data quality and generating statistical reports. 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.

REPRESENTATIVE DUTIES

- Manages the docketing, calendaring, case materials and procedural motions functions of the Clerk's Office and the staff members who perform those functions; implements the policies and procedures established by the Clerk.
- Oversees the flow of paper and electronic documents into, through, and out of the Clerk's Office. Regularly analyzes the efficiency of this process, identifies opportunities for improvement, and implements changes in consultation with the Clerk.
- Ensures the quality of case data and acts as the custodian of paper and electronic case records. Works with the Clerk to establish processes to ensure filers' compliance with court rules.
- Acts as the business owner for Case Management / Electronic Case Filing (CM/ECF) and partners with the Information Technology unit to further customize and develop the application to support the needs of the court.
- Work with the Information Technology unit to define and generate statistical reports capturing key workload metrics and monitoring the progression of cases through the court.
- Serves as staff to the Advisory Committee on Rules and Internal Operating Procedures. Oversees the process for amending court rules.
- 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

To ensure consideration, please submit these materials by **November 9, 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.