MARK B. BUSBY
Clerk of Court

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Oakland, CA 94612

San Jose Division
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San Jose, CA 95113

Eureka-McKinleyville Division
3140 Boeing Avenue
McKinleyville, CA 95519

CAND MISSION

The mission of the Clerk's Office of the United States District Court for the Northern District of California is to support, defend and preserve the Constitution of the United States by:

- Serving and supporting the court
- Providing access to the court
- Maintaining the records of the court
- Providing information about the court
- Performing our mission with a commitment to excellence

The United States District Court is an equal focus employer.

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF CALIFORNIA

Position: Courtroom Deputy Clerk to U.S. Magistrate Judge Peter H. Kang
Classification Level: CL-26/CL-27
Salary Range: CL 26: $67,972 - $110,469 or CL 27: $74,673 - $121,385
(Depending upon experience and qualifications)
Location: San Francisco, CA
Opening Date: October 23, 2026
Closing Date: Open until filled.

(Priority consideration to applicants who apply by November 6, 2026)

Whether launching or continuing a career in public service, the U.S. District Court is a great place to work with competitive salaries and benefits, work schedules that promotes a work-life balance, and the opportunity to work with colleagues committed to fulfilling the important mission of administering justice in an effective manner. This position offers an excellent opportunity to advance a career in federal court service.

POSITION OVERVIEW

The courtroom deputy clerk provides administrative support in and out of the courtroom to federal Magistrate Judge Peter H. Kang. This position calls for accuracy, diplomacy, and sensitivity in dealing with judges, attorneys, members of government agencies, and the public. Successful courtroom deputy clerks work with meticulous attention to detail, create systems to organize and prioritize tasks, and communicate with calm and confidence.

Courtroom deputy clerks are responsible for the following key functions:

- Scheduling hearings, trials, and other court proceedings; coordinating the presence and readiness of parties, attorneys, jurors, other court staff, and members of court-related agencies; attending court proceedings and managing their orderly flow; and responding calmly to scheduling changes and last-minute adjustments;
- Creating documents to record pertinent results of courtroom proceedings and ensuring accuracy and compliance with court rules;
- Docketing court orders in the electronic docketing system and monitoring incoming filings to ensure accuracy and completeness of the case record and adherence to procedural timelines;
- Responding to inquiries from attorneys, self-represented litigants, agencies, and the public; providing clear guidance on procedures and deadlines; and keeping the judge and staff informed of case progress;
- Other duties as assigned.

QUALIFICATIONS

Minimum Qualifications

- For CL-26, one-year specialized experience, including at least one year at or equivalent to work at CL-25.
- For CL-27, two years specialized experience, including at least one year of specialized experience at or equivalent to CL-26.

For placement at salary levels above minimum up to and including step 25, (considering court- preferred skills and an evaluation of quality of experience), at least two years specialized experience at or equivalent to work at CL-26.

Specialized Experience is progressively responsible clerical experience involving the routine use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or personnel/payroll operations.

Preferred Qualifications

- Commitment to supporting access to justice and alignment with the court's mission
- Experience with electronic document management or case tracking systems
- Experience working in a courtroom
- Demonstrated ability to communicate clearly with diverse audiences and maintain composure under pressure

COMPENSATION AND BENEFITS

The U.S. District Court is part of the federal Judicial branch of government and is independent of the Executive and Legislative branches. The court sets its own employment policies including remote work and performance management, while also valuing employees' individualism and continuing to strive towards a diverse, equitable and inclusive workplace.

Compensation will be set based on experience and qualifications pursuant to the policies and guidelines set forth in the Court Personnel System (CPS).

Judicial Branch employees are "at will" employees and are not subject to the employment regulations of competitive service. However, judiciary employees are entitled to benefits.

INFORMATION FOR APPLICANTS

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

Conditions of Employment

- FBI fingerprint check and background investigation. Employment is provisional and contingent on satisfactory completion of the background investigation.
- Adherence to a code of conduct.
- Mandatory direct deposit of federal wages.
- The Court is not authorized to reimburse travel expenses for interviews or relocation.

Interviewing Non-Citizens and Making Offers of Future Employment: Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below.

Under 8 U.S.C. §1324b (a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application).

Equal Focused Employer

We value diversity and are committed to equity and inclusion in our workplace. The Court encourages applications from all qualified individuals and seeks a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, and socio-economic circumstance.

The court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Unit of the Clerk's Office at 415-522-2147.

Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

APPLICATION PROCEDURE

Applicants must submit the following:

1. Cover Letter
2. Resume
3. Three professional references.

How to Apply

- Submit the online application, with the documents listed above, at https://www.governmentjobs.com/careers/uscourtscand
- Provide all work history from the past ten years.
- Submit attachments as Microsoft Word (DOC) or Adobe Acrobat (PDF) files. Other formats are not accepted.

Applications are considered complete when the online application and all required attachments, in the appropriate format, are received by the Human Resources Unit.