CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF CALIFORNIA

Position: Divisional Office Supervisor
Classification Level: CL-28
Salary Range: $89,488 - $145,507
(Depending upon experience and qualifications)
Location: Oakland, CA
Opening Date: November 20, 2026
Closing Date: Open until filled.

(Priority consideration to applicants who apply by December 9, 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

This position is located in the Clerk's Office of the U.S. District Court in Oakland, California. The incumbent will assist the Divisional Manager in the oversight and coordination of all functions in the Divisional office including intake, docketing, appeals, finance, procurement, and courtroom operations. The incumbent will be responsible for planning, organizing and reviewing work, and establishing policies and procedures to ensure excellent customer service and efficient processing of documents.

The incumbent will implement, coordinate, monitor, and improve a variety of functions of the court unit by understanding the needs and priorities of the office. The incumbent will simultaneously work with multiple priorities and projects. Most of the work process is well-defined, although meeting the demands of judicial officers with occasional staffing limitations requires good judgment and initiative. The incumbent will provide assistance in formulation and implementation of office policy which entails the need to communicate clearly and effectively, both orally and in writing. The incumbent deals with the judges, the courtroom deputies, chambers staff, and other members of the Clerk's Office staff on a daily basis. The incumbent will also work with employees of other court offices and court-related agencies. Occasional oral and written communications with the public are required.

Primary duties include:

- Supervises the Divisional office staffing including approving leave, managing time and attendance, training and development of employees, establishing performance expectations, conducting performance appraisals, goal setting, resolving personnel issues, participating in interviewing and selection of new employees, and initiating personnel actions
- Communicates policies, procedures, and management objectives to employees to enhance efficiency and productivity of the organization
- Promotes and maintains conditions that encourage teamwork, effective communication, initiative, staff loyalty, enthusiasm and positive morale
- Plans, coordinates, and schedules all operational activities in the office

MARK B. BUSBY
Clerk of Court

San Francisco Division
450 Golden Gate Avenue
San Francisco, CA 94102

Oakland Division
1301 Clay Street
Oakland, CA 94612

San Jose Division
280 South 1st Street, Room 2112
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.

- Analyzes and interprets legislation, Administrative Office directives, court rules, and orders of the Chief Judge affecting the work of the Clerk's Office
- Deals effectively with employees concerning their suggestions, complaints, grievances and other employee related matters
- Ensures that staff adheres to the Court's internal control procedures
- Conducts meetings to enhance communication and to address issues, procedures, and goals
- Develops and recommends policies, procedures, manuals or other documentation related to intake, docketing, appeals, finance, procurement, jury and courtroom operations, and assists employees with the implementation of such procedures.
- Coordinates interpreter services and related billing processes, delegating duties to staff and serving as backup as needed
- Reviews DARs submitted by CSAs for supervisory analysis
- Conducts periodic cashier audits
- Performs other duties as assigned, including acting as intake clerk, docket clerk and/or courtroom deputy during periods of staffing shortages.

QUALIFICATIONS

Minimum Qualifications

Candidate must have a minimum of three years of specialized experience, including one year of specialized experience at or equivalent to CL-27. Specialized experience is progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain skill in developing interpersonal work relationships needed to lead a team of employees; the ability to exercise mature judgment; and knowledge of the basic concepts, principles and theories of management; and the ability to understand the managerial policies applicable to the court.

- Proven ability to provide leadership in a supportive and encouraging manner Additionally, must be able to promote positive employee morale
- Ability to plan, coordinate and schedule work operations and leave schedules
- Candidates must be able to deal with employees and evaluate performance in a fair and consistent manner
- Strong computer and analytical skills
- Excellent organizational and time management skills
- Ability to consistently demonstrate sound ethics and good judgment
- Excellent customer service skills
- Ability to interact with a wide variety of people tactfully and courteously

Preferred Qualifications:

In addition to the minimum qualifications, the following are highly preferred:

- Knowledge of legal terminology and processes
- Excellent oral and written communication skills
- Proficiency in word processing applications, requisite court computer programs, and automated case management systems
- Electronic case management and filing (CM/ECF) experience is highly desired

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.