



**RICHARD SEEBORG**

Chief Judge

**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 opportunity employer.*

# CAREER OPPORTUNITY

## UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF CALIFORNIA

Position: Clerk of Court

Classification Level: JSP-16 - JSP-18

Salary Range: \$183,234 - \$218,600, DOE

Location: San Francisco, CA

Opening Date: September 23, 2021

Closing Date: Open until filled (priority consideration given to applicants who apply by 10/15/2021)

### POSITION OVERVIEW

The United States District Court for the Northern District of California, which serves more than 8 million people in 15 counties, seeks a dedicated and experienced administrator to serve as Clerk of Court. The Clerk of Court supports the judges of the district by overseeing and leading the Court's extensive administrative and operational functions. The Clerk also assists in resolving complex and sensitive issues having a significant impact on the day-to-day functioning of the Court. The Clerk reports directly to the Chief United States District Judge and communicates regularly with the district and magistrate judges and clerk's office staff; other court executive units; federal, state and local law enforcement agencies; the District's United States Attorney and Federal Public Defender; the Administrative Office of the U.S. Courts, the Office of the Ninth Circuit Executive, the Federal Judicial Center; bar associations; and the media. Travel and public speaking are part of the work of the Clerk.

The Northern District of California is one of the largest federal courts in the nation, with divisional locations in San Francisco, Oakland, San Jose and Eureka-McKinleyville. The District has 11 active District Judges, 8 Senior Judges, 12 Magistrate Judges, 130 judicial staff, and 129 clerk's office staff.

#### Primary duties:

- Directing staff responsible for the processing of civil and criminal cases, the issuance of process, and the maintenance of official records in the custody of the court;
- Overseeing the management of the jury operations of the court and making recommendations as required to improve juror utilization;
- Overseeing the preparation of an annual budget and submitting the annual budget to the Chief Judge for approval; managing and monitoring the budget throughout the fiscal year;
- Managing staff responsible for Human Resources and overseeing the hiring, assigning, managing, and disciplining of personnel, and the design and management of training programs;
- Directing staff responsible for the court's financial functions including purchasing, juror payments, and accounting;
- Managing staff responsible for automation and information technology services, statistical analysis and reporting requirements, inventory control, space planning and facilities maintenance;

- Supervising the preparation of special studies requested by the Court and preparing statistical and narrative reports;
- Working with members of the bar, the public, and government agencies on a variety of issues related to the delivery of court services.

## QUALIFICATIONS

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To be qualified for appointment as Clerk of Court, a candidate must have a minimum of 10 years of administrative experience in public service or business that provides a thorough understanding of organizational, procedural, and human aspects of managing an organization. This experience should also reflect an increase in responsibility during the 10-year period as the result of attaining new positions or responsibilities. At least three of the 10 years must have been in a position that required substantial management responsibility. The active practice of law in either the public or private sector in a position that had administrative or management responsibilities may substitute for the management or administrative experience required on a year-for-year basis.

**Required Experience:** The candidate must be experienced in managing multiple complex tasks with competing deadlines, and have excellent communication and interpersonal skills with a wide range of persons. The candidate should have relevant experience in building management and space planning. The candidate must be fluent in the use of technology, including mastery of Microsoft Office Suite. The candidate must be knowledgeable and experienced with the operation and maintenance of an electronic case filing system.

**Preferred:** The candidate should be skilled in leading, motivating, and overseeing a large and diverse workforce. The candidate should be experienced with all aspects of court services, including direct customer services, performance of administrative tasks, and should be familiar with court governance policies. Preferred education is a master's degree in business or public administration and/or a J.D.

## COMPENSATION

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Compensation will be set based on experience and qualifications pursuant to the policies and guidelines set forth in the Judiciary Salary Plan (JSP).

## INFORMATION FOR APPLICANTS

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

The successful candidate for this position is subject to a FBI fingerprint check and background investigation (employment will be provisional and contingent upon the satisfactory completion of the required background investigation), will be required to adhere to a code of conduct (which is available upon request), and is subject to mandatory direct deposit of federal wages. The court is not authorized to reimburse travel expenses for interviews or relocations.

**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 Opportunity Employer**

The United States District Court for the Northern District of California is an Equal Opportunity Employer. We encourage applications from all qualified individuals and seek 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.

Where appropriate and necessary, 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**

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**1) Applicants must submit the following: 1. Cover Letter, 2. Resume, and 3. Three professional references.**

**2) Applicants must also submit the following narrative statement or the application will be rejected:**

*Describe 1) your abilities and work experiences that exemplify your oral and written skills, and 2) your experience managing multiple priorities and a high volume of work.*

The narrative statement should be separate from the resume and cover letter, include a concise description of demonstrated experience that is directly related to the duties and responsibilities for this position, and be no more than one page in length.

As a condition of employment, the selected candidate must successfully complete a ten-year background investigation, will be subject to subsequent re-investigations every five years, as well as regular performance assessments, and be required to file an annual financial disclosure report.

To be considered for this position, visit our agency website at <https://www.governmentjobs.com/careers/uscourtsand> to submit the online application, along with the above-listed documents. Attachments should be submitted as Microsoft Word (DOC) or Adobe Acrobat (PDF) files. Other formats are not acceptable.

Applications will be considered complete when the online application and all required attachments, in the appropriate format, are received by the Human Resources Unit. Applications and/or attachments received after the closing date may not be considered.