



MARK B. BUSBY
Clerk of Court

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Oakland, CA 94612

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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 opportunity employer.*

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF CALIFORNIA

Position: Executive Assistant

Classification Level: CL-26

Salary Range: \$59,197 - \$96,281, Depending upon Experience and Qualifications

Location: San Francisco, CA

Opening Date: January 13, 2022

Closing Date: Open until filled (Priority consideration given to applicants who apply by 01/28/2022)

POSITION OVERVIEW

This position is located in the Court Clerk's Office. The Executive Assistant performs administrative support services for the Clerk of Court and the Chief Deputies of Operations and Administration. The incumbent ensures the efficient management of events, meetings, correspondence, reports, and resources and analyzes problems and develops solutions. The incumbent standardizes office procedures and guides other staff to ensure administrative consistency. The job involves handling information of a confidential and sensitive nature.

Primary duties:

Serves as the confidential assistant to the Clerk of Court and the Chief Deputies of Operations and Administration.

Coordinates the work of the executive office, including but not limited to the following: refers telephone calls and personal visitors for the Clerk of Court and Chief Deputy Clerks; answer inquiries and assists as authorized, maintaining the confidentiality of sensitive matters.

Communicate the priorities and activities of the office set by the Clerk and provide administrative assistance to the Clerk.

Coordinates travel itineraries for the Clerk and Chief Deputies and makes necessary arrangements such as plane reservations, auto rental, hotel accommodations to ensure compliance with The Guide to Judiciary Policy and Procedures.

Serve as liaison between the Clerk and national offices such as the Administrative Office of the United States Courts, the Federal Judicial Center, and the national ad hoc committees.

Disseminates communication to appropriate managers, executives, and peers and follow-up on action items to ensure a comprehensive and coordinated response, where required.

Maintain office reference materials, such as administrative manuals, bulletins, etc.

Coordinates and provides ongoing support for special events such as meetings, executive seminars, and conferences.

Assist in preparing agenda; acts as secretary for meetings, preparing materials, taking and distributing minutes of proceedings.

Establishes and maintains Clerk's administrative files, both paper and electronic.

Preserves office reference materials, including General Orders, Jury orders, court administration, and related correspondence.

Responsible for content and presentation of administrative items on the court's websites.

Also serves as a content consultant for the court's public and internal internet sites.

Prepares executive correspondence, legal documents, and other materials, from dictation, rough copy, or own notes, for the Clerk, Chief Deputy Clerk, and Chief Judge's review and signature.

Sign routine correspondence for the Clerk as authorized.

Perform additional duties as directed by the Clerk and Chief Deputy Clerks.

QUALIFICATIONS

REQUIRED QUALIFICATIONS

- An associate or bachelor's degree with 5+ years of experience reporting to an executive in a legal setting.
- Knowledge of administrative practices, methods, and techniques in a legal environment.
- Adept at managing an executive office in a professional atmosphere.
- Superior proofreading documents for spelling, grammar, punctuation, style, abbreviations, and correct legal citation formats.
- Administrative organizational skills such as hard and electronic file maintenance, record-keeping, reporting, and preparation of presentation materials.
- Solving administrative problems and recommending alternatives and solutions.
- Skill in assisting with planning, organizing, and handling logistical arrangements for meetings, conferences, and events.
- Advanced application knowledge of the Microsoft Office suite.
- Excellent skills in interpersonal communications, including the ability to use tact and diplomacy in dealing effectively with all levels of managers, staff, judges, and internal and external customers.
- Skill in project management, organizing information, managing time and multiple work assignments effectively, including prioritizing and meeting tight deadlines.
- Ability to identify and analyze problems, develop viable solutions, advocate when necessary, and follow through to completion. Ability to maintain strict confidentiality.
- Knowledge of legal documents and terminology.

PREFERRED QUALIFICATIONS

- Paralegal experience preferred.
- A strong preference will be given to the candidate who can leverage technology to work efficiently and effectively.
- Knowledge of SharePoint desired.

- Knowledge of federal court operations, policies, procedures, and protocols, including the office's policies and guidelines related to financial transactions, travel authorization, procurement, and property management, and/or space and facilities management.

Minimum Qualifications

The successful applicant must have two years specialized experience, including at least one year equivalent to work at the CL-25.

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-25.

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.

COMPENSATION

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

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.

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

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

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.