



MARK BUSBY
Clerk of Court

San Francisco Division
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Oakland Division
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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: Staff Attorney & Communications Officer **(AMENDED)**

Classification Level: CL-30

Salary Range: \$109,586 - \$176,300, Depending upon Experience and Qualifications

Location: San Francisco, CA

Opening Date: 03/17/2022

Closing Date: Open until filled (Priority consideration given to applicants who apply by 03/31/2022)

POSITION OVERVIEW

This position is located in the District Court Clerk's Office in San Francisco, California. The incumbent reports directly to the Clerk of Court and is responsible for conducting legal research and analysis of the court's policies, rules, guidelines, procedures, and programs. The incumbent oversees and facilitates communications of the court and serves as the media liaison for the court.

Primary duties:

- Analyzes, evaluates, and interprets statutes, legislation, court rules, federal regulations, and Administrative Office of the U.S. Courts directives, and policies affecting the court.
- Ensures that the court's local rules and procedures, General Orders, Internal Operating Procedures, policies, and guidelines are in compliance with and integrated with laws, rules, and regulations.
- Researches court records, codes, and rules to draft and review public notices, procedures, forms, orders, legal memoranda, and other documents.
- Conducts research on specific legal questions of relevance to the court and Clerk's Office and prepares memoranda on the results.
- Serves as media liaison on behalf of the Clerk of Court.
- Manages the court's website and creates, reviews, and approves content.
- Oversees, prepares, and facilitates communications of the court, including public notices, forms, publications, reports, and announcements, on its public and internal websites.
- Ensures readability and accessibility of court communications.
- Serves as a visible and accessible information source to respond to requests for assistance and information from judges, court staff, other court units, attorneys, bar associations, federal and state agencies, academics, researchers, litigants, school groups, members of the public, and other interested parties.
- Prepares materials for presentations to the judges, bar associations, and organizations.
- Drafts correspondence for the Clerk and Chief Deputies in response to requests for information concerning the work of the court.
- Provides staff support to court committees consisting of judges, members of the Federal Bar, and others.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

At the time of appointment, the candidate must possess the following minimum requirements:

- A Juris Doctor (J.D.) degree from a fully-accredited law school.
- At least four years of experience of full-time (or equivalent) progressively responsible experience in legal analysis and evaluation of varied information from multiple sources forming conclusions and taking and/or recommending courses of action.
- Ability to analyze, evaluate and interpret statutes, court rules, federal regulations and policies.
- Strong verbal and written communication skills.
- Ability to work effectively with a variety of people.
- Excellent organizational skills and experience handling multiple tasks and projects.
- Excellent judgment and ethical standards.
- Ability to work independently and as a team player.

PREFERRED QUALIFICATIONS

The preferred qualifications include:

- Prior federal court experience.
- Experience with media communications.
- Experience with WordPress or other web publishing software.

NOTE: The above Qualifications Lists are not all-inclusive; determination of an acceptable equivalence rests with the Clerk of Court. The position is subject to a one-year probationary period.

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 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.

The Court reserves the right to modify the conditions of this job announcement, withdraw the announcement, or fill the position sooner than the closing date, any of which may occur without prior written or other notice. If a position becomes vacant in a similar classification, within a reasonable time from the original announcement, the Court may select a candidate from the applicants who responded to the initial announcement without posting it again.

APPLICATION PROCEDURE

In addition to completing an online application, 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.