



**MARK B. BUSBY**  
Clerk of Court

**San Francisco Division**  
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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.*

# CAREER OPPORTUNITY

## UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF CALIFORNIA

**Position:** Chief Deputy of Operations

**Classification Level:** JSP-15/01 to JSP-17/10

**Salary Range:** \$184,950 - 209,600, depending upon experience and qualifications

**Location:** San Francisco, CA

**Opening Date:** May 11, 2026

**Closing Date:** Open until filled. Applications received before May 29, 2026, will receive priority consideration

### POSITION OVERVIEW

The Chief Deputy of Operations is a senior executive-level position reporting directly to the Clerk of Court. This role regularly interacts with federal judges, high-level officials, court staff, litigants, members of the bar, and the public, and is responsible for the management and administration of court operations. The Chief Deputy of Operations provides strategic leadership and oversight of the Clerk's Office Operations Department, which consists of approximately 75 staff members, 10 supervisors and managers across four court locations. The Operations Department includes case processing (intake, docketing, & quality control), records management, attorney admissions, courtroom operations (courtroom deputies, interpreters & court reporters), and jury administration.

In addition, the Chief Deputy of Operations is responsible for statistical analysis and reporting, oversight of the electronic case assignment system, the non-technical aspects of the case management and electronic filing system (CM/ECF), maintenance of the local rules, and application of the national and local policies, the Federal Rules of Procedure, and Local Rules. The Chief Deputy of Operations serves as a liaison to the Administrative Office of the U.S. Courts, the Ninth Circuit, and other courts and court units and federal agencies regarding operations functions; analyzes and interprets legislation, Administrative Office directives, court rules, and orders affecting the work of the Clerk's Office and establishes operating guidelines to implement procedures, methods, and other work-related changes.

The Chief Deputy of Operations manages organizational assessment and strategic planning for the Operations Department, develops and implements policy and procedures, and, together with the Chief Deputy of Administration, participates in the overall management of the Clerk's Office. In the absence of the Clerk, the chief deputies assume the duties and responsibilities of the Clerk. The Chief Deputy of Operations, together with the Chief Deputy of Administration, the Director of IT, and the Clerk of Court, serves on the Clerk's Office Senior Management Team.

#### Primary duties include:

- Promoting Clerk's Office goals and objectives;
- Providing leadership for Operations staff through coaching, mentoring, training, providing resources, giving guidance and feedback, and facilitating constructive communication;
- Overseeing performance management and strategic planning for the Operations Department;
- Analyzing and interpreting caseload trends and statistics to help the court identify challenges and opportunities;

- Proposing, developing, communicating, and evaluating operations policies and procedures to enhance the productivity and effectiveness of the court;
- Developing effective working relationships with judges and with appropriate individuals at the Administrative Office, the Federal Judicial Center, other federal courts and court units, the bar, government agencies, and the public;
- Advising the Clerk and the Court regarding the potential impact on court operations of rule and policy changes;
- Collaborating with key IT and operations staff to increase the court's operating effectiveness through the use of technology; recognizing the potential for improving processes through existing technical resources, and staying abreast of emerging technologies; assisting in planning for future technology needs, and coordinating plans with anticipated workload trends and customer needs;
- Preparing comprehensive memoranda, reports, and correspondence; drafting administrative orders, and proposing procedures and local rules;
- Assisting with Continuity of Operations planning and implementation; and
- Assessing Operations Department staff needs and providing input to the Chief Deputy of Administration in preparing the annual Clerk's Office budget.
- Special projects and assignments for the Clerk; and
- Representing the Clerk at designated meetings.

Regular travel throughout the district is required. Additional travel may be required periodically to the Administrative Office in Washington, D.C., to other Court units, and to attend court conferences in other U.S. cities.

## **QUALIFICATIONS**

### **Minimum Qualifications:**

- Bachelor's Degree in judicial, public or business administration, political science, criminal justice, law, management or related field from an accredited university.
- A minimum of six years of substantial and progressively responsible management experience in court management and operations, or in a similar working environment, in which they have gained a thorough understanding of judicial organizations, including the administration of automated case records management;
- A sound background in human resource management, planning, and project management.
- Strong oral and written communication skills;
- Strong interpersonal, problem-solving, and conflict resolution skills;
- Strong organizational leadership skills;
- The capability of proposing and implementing innovative solutions to facilitate organizational change.

Candidates must be proficient in key business software applications like Word, Excel, and PowerPoint, and possess a working knowledge of document management principles

## **DESIRABLE QUALIFICATIONS**

Court administration experience is highly desirable.

The successful candidate should preferably have:

- Managerial experience in a court environment, courtroom technology planning skills, and an understanding of electronic case docketing.
- The ability to balance varying workload responsibilities, and deadlines, with a demonstrated commitment to fostering a supportive and harmonious team environment.
- The skills to be a mature leader, a motivator, a good steward of resources, possess tact, good judgment, and initiative, be highly organized, and consistently maintain a professional appearance and demeanor.

Candidates with a Juris Doctor or a master's degree from an accredited institution, supported by progressive leadership experience, are strongly encouraged to apply.

## COMPENSATION AND BENEFITS

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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.

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. For more information about federal court benefits, please visit:

[www.uscourts.gov/careers/benefits](http://www.uscourts.gov/careers/benefits).

## 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](#), 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 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

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### **Applicants must submit the following:**

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

To be considered for this position, visit our agency website at <https://www.governmentjobs.com/careers/uscourtscand> to submit the online application, along with the above-listed documents. Please be sure to fully complete your application by providing all work history from the past ten years. 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.