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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 Focused Employer*

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF CALIFORNIA

Position: Data Quality Specialist

Classification Level: CL26/CL27

Salary Range CL26: \$67,306 - \$109,634: CL27: \$73,924 - \$120,196 (Depending upon Experience and Qualifications)

Location: San Francisco, Oakland or San Jose

Opening Date: October 31, 2025

Closing Date: Open Until Filled

(Priority consideration to applicants who apply by November 14, 2025)

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, a work schedule that promotes a work-life balance, access to a fitness center, and the opportunity to work with colleagues committed to fulfilling the important mission of administering justice in an efficient and effective manner. This position offers an excellent opportunity to advance a career in Federal court service.

POSITION OVERVIEW

The position is located in the Clerk's Office of the U.S. District Court. Data Quality Specialists are responsible for ensuring the accuracy and efficiency of a court unit's case information database. Data Quality Specialists provide quality assurance of electronic entries into CM/ECF, provide CM/ECF training, maintain the CSA Manual, identify problems and recommend solutions. The incumbent maintains the court dictionary and test new versions of case management systems.

- Maintain accuracy and completeness of official case records from opening to final disposition.
- Check the accuracy of daily data entries, maintain user log errors, review entries made to the court.
- Advise managers regarding trends in put errors and conduct corrective action. Develop and revise procedures for data entry. Research and propose solutions to various case management issues.
- Generate, analyze, and report quality control information.
- Assist with ADI (Automated Docketing) script development, testing and execution.
- Analysis and troubleshoot issues and suggest fixes or changes to procedures. Implement fixes/changes upon approval of management.
- Perform automated quality check on creditors. May monitor undeliverable emails and take appropriate actions. May verify case openings.
- Prepare and distribute monthly and quarterly statistical reports. Type, format, edit and run reports.
- Perform edits and corrective actions to ensure the accuracy of data, files, and records. Test new events. Generate deadlines and deficiency notices for missing documents. Archive records.

- Design and develop training initiatives and training policies and procedures for the operations division, in coordination with Chief Deputy, Operations Manager and the Training Specialist.
- Maintain party database and court dictionary.
- Answer questions from Administrative Office staff, court employees, and the public.
- Perform quality control over staff work, train users on respective case management system.
- Develop, document, and maintain data quality goals and standards.
- Local travel to other courthouses is required.
- Other duties as required.

QUALIFICATIONS

Minimum Qualifications

The successful applicant must have one-year specialized experience, including at least one year at or equivalent to work at 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-26.

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.

The successful candidate will also possess:

- Strong analytical skills.
- Strong attention to detail
- Strong customer service skills including professionally serving a wide variety of customers with diverse educational, economic, and social backgrounds.
- Strong technical skills including the ability to quickly learn and use new software and applications.
- Skills in using Windows-based applications, including MS Word, SharePoint, and Adobe Acrobat.
- Ability to respond to inquiries and troubleshoot issues over the phone, by email, in-person, or through instant messaging.
- Ability to communicate effectively, both orally and in writing, in a professional manner to a wide variety of people.
- Ability to handle multiple priorities and manage time effectively in an environment with frequent interruptions.
- Ability to research complex issues and maintain familiarity with a variety of internal and external resources.
- Ability to work independently but still be a contributing and cohesive member of a team.
- Knowledge of CM/ECF or other electronic docketing/case management applications.
- Knowledge of federal and local rules, legal documents, legal terminology, and procedures for public access to court files.
- Knowledge of how cases proceed through the court system.
- Experience in a quality control program.
- A bachelor's degree.

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.

Benefits include paid holidays, annual leave, sick time, retirement, health, dental and vision. For more information about federal court benefits, please visit: www.uscourts.gov/careers/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.

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.

Equity-Focused Employer

The United States District Court for the Northern District of California is an Equity focused employer. We value diversity and are committed to equity and inclusion in our workplace. The court encourages 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.

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.

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.