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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: \$65,760 - \$106,853: CL27: \$72,232 - \$117,426 (Depending upon Experience and Qualifications)

Location: San Francisco, CA

Opening Date: October 16, 2024

Closing Date: Open Until Filled

(Priority consideration to applicants who apply by November 1, 2024)

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.
- 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

Compensation will be set based on experience and qualifications pursuant to the policies and guidelines set forth in the Court Personnel System (CPS). Employees qualify for retirement plans, federal employee's group health insurance, life insurance, dental/vision insurances, and flexible benefits. For more information about federal court benefits, please visit:

www.uscourts.gov/careers/benefits.

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), must adhere to a [code of conduct](#), and must arrange for direct deposit of federal wages. Travel expenses for interviews or relocations are not available. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement without prior written or other notice.

Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals qualifying under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship. Contact Human Resources at 415-522-2147 for more information.

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. Notify Human Resources at 415-522-2147 to request a reasonable accommodation for any part of the application or hiring process. Human Resources will determine requests on a case-by-case basis.

APPLICATION PROCEDURE

To apply, complete the online application at www.governmentjobs.com/careers/uscourtsand and upload a resume and cover letter in Word or PDF format where requested.