



MARK B. BUSBY
Clerk of Court

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Eureka-McKinleyville Division
3140 Boeing Avenue
McKinleyville, CA 95519

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF CALIFORNIA

Position: Case Administration Supervisor

Classification Level: CL 28

Salary Range: \$86,573-\$140,753

Location: San Francisco

Opening Date: October 16, 2024

Closing Date: Open Until Filled (**Priority consideration given to applicants who apply by November 1, 2024**)

Whether launching or continuing a career in public service, the U.S. District Court for the Northern District of California offers a unique and rewarding opportunity. With competitive salaries and benefits, plus the chance to work with colleagues committed to fulfilling the important mission of administering justice in an efficient and effective manner, this is an ideal environment for those passionate about public service.

POSITION OVERVIEW

This position is located in the Clerk's Office, U.S. District Court, San Francisco, and reports to the Director of Case Administration. The incumbent oversees Data Quality Analyst and supervises docket/intake clerks at the main office in San Francisco. The Supervisor is also responsible for the maintenance of the court record, including case initiation, docketing new court filings, appeals and exhibits. The incumbent is responsible for planning, organizing and reviewing work and establishing policies and procedures to ensure excellent customer service and efficient processing of documents.

Representative Duties

- ✓ Act as a consultant to the Director of Case Administration and other managers in the formulation, implementation, and assessment of office practices, policies, and procedures.
- ✓ Supervise all aspects of docketing, closed files and exhibit management. Ensures the smooth and efficient processing of documents and files. Assist in the implementation of new procedures or statutes affecting processing and filing of cases and documents.
- ✓ Design, develop, document, deploy, maintain, and support technology-based solutions to modernize and integrate processes for file/data management, work distribution, quality assurance, and statistical reporting.
- ✓ Ensures the timely processing of attorney admission petitions, requests for certificates of good standing and associated correspondence and inquiries.
- ✓ Assigns and explains work requirements to subordinates for new or changed programs, functions, goals, and processes.
- ✓ Promotes and maintains conditions that encourage teamwork, effective communication, initiative, enthusiasm, and positive morale.
- ✓ Plans, coordinates, and schedules all operational activities in the case management, records, and intake units.

- ✓ Develops and implements training procedures for subordinates and prepares instructional manuals and guidelines.
- ✓ Assist the Chief Deputy of Operations and Director of Case Administration in defining and creating long and short-term goals regarding the efficient functioning of the operations department and implementing and monitoring strategic plans for the accomplishment of goals.
- ✓ Research operational questions, problems and ideas for efficiency/improvement.
- ✓ Produces Student Loan Reports. Ensures student loan documents are timely docketed and processed a case systems administrator.
- ✓ Oversee data quality district wide and work with the Director of Case Administration and Data Analyst/Trainer to establish data entry standards.
- ✓ Monitor and update the CM/ECF event dictionary; analyze the impact of changes to the dictionary; make recommendations for creating events or eliminating existing ones.
- ✓ Establishes and adjusts schedules, priorities, and deadlines for completion of work assignments and coordinates work schedules with other units. Considers and grants/denies leave requests, as appropriate. Monitors leave usage of staff to ensure compliance with office policy.
- ✓ Supervise employees involved in operational activities, including assigning, and reviewing work, evaluating performance, and recommending disciplinary actions. Develop and conduct employee performance evaluations.

QUALIFICATIONS

Minimum Qualifications: Two years of specialized experience, including at least one year equivalent to work at the CL27 or equivalent. Progressively responsible IT work that indicates the possession of, or the ability to acquire, the knowledge and skills needed to perform the duties of the position.

Specialized Experience is progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain skill in developing interpersonal work relationships needed to lead a team of employees; the ability to exercise mature judgment; and knowledge of the basic concepts, principles and theories of management; and the ability to understand the managerial policies applicable to the court.

Preferred Qualifications

- Prior federal court experience.
- Prior supervisory experience and/or proven ability to work with people at all levels of organization, and with varying backgrounds.
- A college degree.
- Ability to meet and communicate effectively with a variety of people.
- Skill in using applicable automated systems, including electronic case filing.
- Experience which reflects the applicant's ability to work under pressure and deal with change.
- Work experience that demonstrates the applicant's ability to successfully manage multiple competing priorities, and skill in dealing with others in person-to-person work relationships.

- Proven analytical reasoning skills including the ability to interpret and apply procedural rules.
- Customer service experience, with the ability to convey specialized/technical procedures.

COMPENSATION AND BENEFITS

Compensation will be 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 group health insurance, life insurance, dental/vision insurance, and flexible benefits. The Court values a healthy work-life balance and offers flexible work schedules and opportunities for telework.

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 an 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 will be 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.

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.

Applicants with disabilities: If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Unit at 415-522-2147. Determinations on such requests will be made 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. Only highly qualified applicants will be invited for an interview.