



**MARK B. BUSBY**  
Clerk of Court

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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 Focused Employer*

# CAREER OPPORTUNITY

## UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF CALIFORNIA

Position: Divisional Office Manager

Classification Level: CL29/CL30

Salary Range: \$105,366 - \$195,200 (Depending upon Experience and Qualifications)

Location: Oakland, CA

Opening Date: February 24, 2025

Closing Date: Open Until Filled

**(Priority consideration to applicants who apply by March 7, 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, 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 United States District Court for the Northern District of California is accepting applications for the position of Division Manager of the Oakland Division. The Division Manager oversees the daily operations of the Oakland Courthouse, including case intake and administration, courtroom services, records management, statistical reporting, quality control, court reporter and interpreter coordination. The Division Manager is also responsible for policy implementation and monitoring, long-range planning, staff training, and development. Representative duties include:

- ✓ Manage, develop, and mentor supervisory staff involved in court operational activities, including implementing district-wide standards, assigning and reviewing work, evaluating performance, and handling disciplinary actions.
- ✓ Establish work procedures, conduct staff meetings, provide information and delegate work fairly and consistently. Oversee work products and processes and provide guidance as required.
- ✓ Manage court operations through coordinating and communicating with supervisors, unit executives, judges, and chambers staff. Reallocate personnel and/or equipment to cover workload fluctuations.
- ✓ Develop short-term and long-range workforce plans. Establish employee performance standards that support the mission of the court. Solve work related problems using information and data. Comply with reporting requirements of the Administrative Office.
- ✓ Establish and monitor programs which implement change management and quality control techniques. Organize work processes to optimize the use of time and resources, ensuring results meet expectations. Use statistical reports to monitor the management of cases and take appropriate action. Develop and implement operational policies and procedures.

- ✓ Communicate and respond to requests from upper management with regard to divisional operations, keeping them well-informed. Ensure employees receive process and procedural systems training, including initial, updated, or remedial training. Ensure supervisory coverage through effective delegation of authority.
- ✓ Communicate clearly and effectively, both orally and in writing, to explain complex operational matters and concepts to individuals and groups with varying experience and backgrounds.
- ✓ Interact effectively with the public and staff, providing good customer service and resolving difficulties efficiently while complying with regulations, rules, and procedures. Facilitate, mediate, and negotiate complex and sensitive matters with judges, managers, unit executives, supervisors, and court staff, while maintaining confidentiality.

## **QUALIFICATIONS**

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Candidates must have excellent leadership and human relations skills, and a thorough knowledge of the concepts, principles, and theories of management.

Prospective candidates must have a minimum of 5 years of progressively responsible administrative and/or operational experience.

Candidate must have a minimum of 5 years in a supervisory or managerial role.

### **Additional qualifications include:**

- Strong leadership skills and the ability to effectively coach, develop, direct, and manage a skilled, customer service-oriented team
- Ability to assume and delegate responsibility
- Ability to work effectively with judges and chambers staff, management, the public, and the Bar
- Ability to communicate clearly, both verbally and in writing with all levels within the organization and other agencies
- Knowledge and ability to organize, oversee, and complete projects
- Knowledge of legal terminology and processes.
- Detail oriented and organize
- Present a professional demeanor
- Thorough knowledge and ability in all Microsoft Office applications

### **Court Preferred Qualifications:**

- A bachelor's degree or advanced degree from an accredited college or university
- Recent experience in a legal environment
- Federal Court knowledge
- Experience in a CM/ECF environment

## **COMPENSATION AND BENEFITS**

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

## **INFORMATION FOR APPLICANTS**

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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. A salary verification is required for all candidates in the final stage of the recruitment process.

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**

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