



**MARK B. BUSBY**  
Clerk of Court

**San Francisco Division**  
450 Golden Gate Avenue  
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

# CAREER OPPORTUNITY

## UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF CALIFORNIA

Position: Courtroom Deputy Clerk Supervisor

Classification Level: CL-28

Salary Range: CL-28: \$88,626 – \$144,031, Depending upon experience and qualifications

Location: San Francisco, CA

Opening Date: April 11, 2025

Closing Date: Open Until Filled

**Apply by April 25, 2025, for priority consideration.** Position open until filled.

The United States District Court, Northern District of California is seeking an energetic, motivated, and organized leader to supervise the San Francisco Office courtroom deputies. 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

This position is located in the Clerk's Office in San Francisco, and reports to the Director of Courtroom Operations. The CRD Supervisor oversees twenty-two courtroom deputies in the San Francisco Courtroom Deputy Unit (CRD Unit), who assist judges with case management, hearings and trials in and out of the courtroom. Representative duties include:

#### Manages the Unit

- ✓ In collaboration with the Director of Courtroom Operations and the Chief Deputy for Operations, determines the CRD Unit's roles, responsibilities policies and procedures.
- ✓ Liaises with the judges, public, attorneys, partner agencies, and other court units to solve problems and answer questions.
- ✓ Regularly reviews operating practices and procedures, and systems and programs to assure efficiency and effectiveness of CRD Unit operations.
- ✓ Conceives of, prepares and analyzes reports to identify issues, performance deficiencies and trends to the Director of Courtroom Operations and management colleagues.
- ✓ Participates in strategic planning to meet court needs. Proposes solutions and collaborates with peers and senior management to implement process changes.

*The United States District Court is  
an equity-focused employer.*

### **Manages CRD workload, workflow and assignments**

- ✓ Assigns and plans work and sets priorities and time schedules. Schedules coverage when assigned courtroom deputies are unavailable. Provides coverage when necessary.
- ✓ Develops and maintains CRD guides and manuals.
- ✓ Partners with the Court's IT Department to enhance courtroom audio visual components, especially for Zoom hearings.
- ✓ Seeks input from courtroom deputies for recommendations to increase productivity and quality and provides process improvement recommendations to the Director of Courtroom Operations.
- ✓ Coordinates the work of the CRD Unit with that of CRD units in other divisions, and with other court partners such as the U.S. Attorney's Office, U.S. Marshals' Office, Probation, Pretrial Services, and the Federal Public Defender's Office.

### **Manages CRD performance**

- ✓ Creates, maintains and updates a Quality Assurance (QA) plan for the CRD Unit. Performs QA on docket entries. Establishes performance expectations for CRDs, provides support in meeting performance expectations, and works closely with CRD supervisors in San Jose and Oakland to ensure that performance expectations are standardized across the district.
- ✓ Develops and coordinates training.
- ✓ Coaches and mentors employees.
- ✓ Prepares performance evaluations.

## **QUALIFICATIONS**

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### **MINIMUM QUALIFICATIONS:**

- Ability to meet and communicate effectively with a variety of people
- Excellent oral and written communication skills
- Experience which reflects the applicant's ability to work under pressure (both individually and as part of a team), successfully manage sensitive personnel matters, and deal with change
- Experience with current versions of Lotus Notes, the Microsoft Office suite (including Microsoft Word, Excel, etc.), Adobe Acrobat, and Windows.
- Work experience that demonstrates the applicant's ability to successfully manage multiple competing priorities, work with limited supervision, and skill in dealing with others in person-to-person work relationships

The successful applicant must have at least three years of specialized experience with one year equivalent at the CL 27 level to qualify for a CL 28. **Specialized Experience** is progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain (a) skill in dealing with others in person-to-person work relationships (b) the ability to exercise mature judgment, and (3) a knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the judiciary unit involved.

### **PREFERRED QUALIFICATIONS:**

Preference will be given to applicants who have:

- A bachelor's degree
- Prior federal court experience
- Performance management experience
- Experience with Zoom and Teams video conferencing.
- Experience with the Case Management and Electronic Case Filing System ("CM/ECF")

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### **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. The Court values a healthy work life balance and offers flexible work schedules and opportunities for telework.

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### **INFORMATION FOR APPLICANTS**

Must be a U.S. citizen or permanent resident in the process of applying for citizenship. 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.

#### **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.

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### **APPLICATION PROCEDURE**

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.