



UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF CALIFORNIA

DATE: December 16, 2015
POSITION TITLE: ADR Program Manager/Executive Assistant
LOCATION: San Francisco, California
CLASS LEVEL: CL-27/01 - CL27/61
SALARY: \$55,447 - \$90,153, DOE
CLOSING DATE: Priority cut-off January 5, 2016, or until filled

THE UNITED STATES COURT IS AN EQUAL OPPORTUNITY EMPLOYER, AND ENCOURAGES QUALIFIED MINORITY APPLICANTS TO APPLY

The Northern District of California covers 15 counties along California's northern coast, from San Benito in the south to Del Norte County in the north, with courthouses in San Francisco, Oakland, San Jose and Eureka. The Clerk's Office serves 23 active and senior district judges and 12 full-time magistrate judges. The Clerk's Office consists of approximately 140 employees.

POSITION OVERVIEW: The ADR Program Manager/Executive Assistant collaborates with and administratively supports the Court's ADR Director and ADR Attorney & Mediator in the implementation, evaluation, and management of the ADR Program. The ADR Program Manager/Executive Assistant performs and coordinates administrative, technical, and professional work related to the ADR Program. The work includes both routine administrative tasks and high-level administrative management. The ADR Program Manager/Executive Assistant should have a keen interest in the central goal of the ADR Program: supporting parties to resolve their disputes through mediation, early neutral evaluation (ENE), or other ADR methods.

- ✓ Provides comprehensive administrative support to the ADR Legal Staff (which currently consists of the ADR Director and the ADR Attorney & Mediator).
- ✓ Oversees systems for managing cases referred by the Court for ADR phone conferences or for assignment of a mediator or early neutral evaluator. Strategizes with ADR Legal Staff and Case Administrators regarding systemic improvements.
- ✓ Issues notices of noncompliance with ADR Local Rules.
- ✓ Preserves the integrity of all confidential information.
- ✓ Serves as liaison to judges' chambers, the Clerk's Office, other court units, neutral panelists, and the public.
- ✓ Oversees system for reserving conference spaces (including extraneous courthouse space) for a large volume of regular requests.
- ✓ Assists in preparations for and coordinates trainings, including conducting mailings, reserving space, arranging for food, preparing and collating training manuals and other materials, completion and maintenance of State Bar MCLE forms, and all other duties associated with trainings.
- ✓ Manages budget allocations for hospitality and training grants, processes reimbursements, and monitors and purchases supplies.

- ✓ Responds to inquiries from attorneys, litigants, neutrals, court staff, and others regarding ADR Local Rules, procedures, status of cases, scheduling, case management, and other issues.
- ✓ Coordinates process for soliciting applicants for neutral panelist positions.
- ✓ Oversees dissemination and collection of ADR questionnaires. Prepares reports of questionnaire data as requested.
- ✓ Manages neutral profiles in program-specific database; acts as liaison to IT department on this system. Potentially leads the selection and implementation of a new database system.
- ✓ Drafts explanatory memos and proposed orders regarding reports of violations of ADR Local Rules and confidential requests to appear telephonically at ADR sessions. .
- ✓ Prepares weekly report for assigned judges of recently-filed mortgage foreclosure cases.
- ✓ Updates and maintains the ADR Program web page.
- ✓ Represents the ADR Program at meetings with other court units and external entities as requested.
- ✓ Screens, refers and answers telephonic and in-person inquiries directed to the ADR Program.
- ✓ Manages ADR Program calendars and schedules appointments for Legal Staff.
- ✓ Makes travel and lodging arrangements for ADR Legal Staff and manages travel request authorizations and reimbursements.
- ✓ Drafts and files correspondence, reports, and other documents for ADR Legal Staff and proofreads documents for errors, appropriate format, proper syntax, grammar, spelling, and typographical errors.
- ✓ Maintains a system for tracking assignments to ensure that deadlines are met.
- ✓ Applies, with high proficiency, software applications such as WordPerfect, Microsoft Word, PowerPoint, Excel, etc.
- ✓ Designs, formats and enters data accurately into spreadsheets, documents, and reports.
- ✓ Prepares reports and coordinates special projects as directed by ADR Legal Staff.
- ✓ Light supervision ADR Case Administrators with respect to office operations (*e.g.*, scheduling, office coverage, ADR session support logistics).

MINIMUM QUALIFICATIONS:

The successful applicant must have three years specialized experience, including at least one year equivalent to work at the 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), the successful applicant must have at least two years specialized experience equivalent to work at CL-25. **Specialized Experience** is progressively responsible experience requiring the regular and recurring application of administrative procedures involving the routine use of keyboard skills and 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.

PREFERRED QUALIFICATIONS:

Preference may be given to applicants who have:

- Prior federal district court experience.
- Demonstrated ability to deliver excellent customer service and to communicate effectively with a variety of people while working under pressure.
- Experience scrupulously maintaining records and creating statistical reports.

- Experience suggesting and implementing improvements to processes or programs.
- Demonstrated ability to successfully manage multiple competing priorities and work with limited supervision.
- Experience with current versions of Microsoft Word, WordPerfect, Lotus Notes, Excel and Windows 8

PLEASE SUBMIT YOUR RESUME AND COVER LETTER/EMAIL TO:

United States District Court
Attn: Human Resources (FY16-2)
Email to: hr@cand.uscourts.gov

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, will be required to adhere to a code of conduct (which is available upon request), 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.

Under 8 U.S.C. §1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application).

Where appropriate and necessary, the court provides reasonable accommodation to 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.

Due to the volume of applications anticipated, the court will only communicate with those candidates selected for interview.