



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

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: Administrative Coordinator

Classification Level: CL 26

Salary Range: Up to \$106,853 (Depending upon Experience and Qualifications)

Location: San Francisco, CA

Opening Date: November 4, 2024

Closing Date: Open Until Filled

(Priority consideration to applicants who apply by November 22, 2024)

Whether launching or continuing a career in public service, the U.S. District Court for the Northern District of California 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 provides an outstanding opportunity to grow a career within the Federal judiciary.

POSITION OVERVIEW

The Administrative Coordinator plays a critical role in supporting both the Clerk's Office and the Probation Office for the Northern District of California by managing a wide range of administrative and clerical duties. These include coordinating office and district events, overseeing community outreach programs, managing procurement and property, handling inventory and facilities, and ensuring smooth general office operations. The role also serves as a key resource for support staff on administrative and operational matters, working closely with management and staff to coordinate these functions. This position is shared between the Probation Office and the Clerk's Office.

Primary Responsibilities:

- **Event Coordination:** Organize and support special events such as meetings, executive seminars, and conferences. Responsibilities include site planning, logistics, printing, security, and catering.
- **Community Engagement:** Coordinate district-wide community outreach and civic engagement initiatives.

Additional Duties:

- **Facilities Management:** Coordinate renovation projects and office relocations in headquarters or divisional offices.
- **Compliance:** Ensure adherence to guidelines, policies, and approved internal controls for administrative operations.

- **Meeting Support:** Prepare agendas, serve as secretary for meetings, compile materials, and distribute minutes.
- **Supply and Equipment Oversight:** Manage consumable supply levels, research vendors, and prepare requests for supplies and office equipment. Oversee equipment maintenance and inventory.
- **Document Review:** Edit and proofread documents and materials for accuracy and consistency before submission for Chief Deputy Clerks' signatures.
- **Report Preparation:** Collect, analyze, and validate data for reports, manuals, and announcements. Maintain records and prepare related documents.
- **Liaison Responsibilities:** Serve as the point of contact for building management on facility needs such as HVAC, lighting, and cleaning, and coordinate with vendors and service providers.
- **Property Management:** Act as disposal officer for non-automation property, ensuring proper disposal or sale in compliance with internal controls. Manage disposal documentation.
- **Procurement Support:** Oversee the receipt of goods and services related to property and procurement. Liaise with vendors for furniture bids and installations.
- **Other Duties:** Perform additional duties as assigned.

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 requiring the regular and recurring application of clerical 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.

REQUIRED QUALIFICATIONS:

- A bachelor's degree.
- Ability to communicate effectively with individuals and groups.
- Ability to do detail-oriented work with limited supervision.
- Ability to work under pressure.
- Ability to successfully manage multiple competing priorities.
- Knowledge of and skill in working with databases and other typical office software programs.
- Proven analytical reasoning skills and sound judgment.
- Excellent verbal and written communication skills.
- Excellent organization and time management skills.
- Excellent spelling, grammar, and proofreading skills.

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/uscourts and upload a resume and cover letter in Word or PDF format where requested.