



SUSAN SOONG
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 opportunity employer.

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF CALIFORNIA

Position: Administrative Services Coordinator

Classification Level: CL-25

Salary Range: \$47,789 - \$77,716, Depending upon Experience and Qualifications

Location: San Francisco, CA

Opening Date: January 6, 2017

Closing Date: Open Until Filled

Number of Positions: 1

POSITION OVERVIEW

The Administrative Services Coordinator performs and coordinates administrative, technical, and professional work ensuring that the court unit is provided with supplies, materials, equipment, and service required for optimal functionality. The incumbent ensures compliance with appropriate guidelines, policies, and internal controls. Duties include purchasing supplies, services and equipment within a set dollar amount, and preparing bids, as required. The job duties will be performed in the Oakland and San Jose divisional offices. The Administrative Services Coordinator may assist with procurement related projects at the direction of higher level staff.

Primary duties:

- Procure supplies, equipment, and services from government and non-government sources through new contracts, competitive bids, or existing government contracts. Plans and coordinate time and delivery of purchases. Compare invoices against purchase orders for type, quantity, and condition.
- Assess requests for goods and services by ensuring they are allowable under limitations, restrictions, and policies. Confirm availability of funds.
- Prepare purchase orders and approved requests; ensuring proposed purchase will satisfy the requestor's need, and forward for approval. Review invoices from suppliers and prepare payment vouchers for approval, including supporting documentation.
- Order repairs and oversee maintenance on office equipment, including monthly meter reading for copiers. Deliver and issue materials and supplies to requestors and office throughout the district.
- Adhere to the Guide Judiciary Policy and Judiciary Procurement Program Procedures. Adhere to the court unit internal controls procedures.
- Assist with space construction projects: suggest alternate layouts for maximum use of space; research potential vendors and order supplies for new space projects.
- Assist with facility related issues involving heating, cooling, lighting and cleaning. Resolve problems and/or interact with the General Services Administration.
- Contract for interpreter services in the divisional offices and handle the paperwork from preparing the purchase order, entering information in the Translator spreadsheet, and verifying invoices are correct.
- Escort vendors and service people as needed.

QUALIFICATIONS

Minimum Qualifications

The successful applicant must have two years specialized experience, including at least one year specialized experience at or equivalent to CL-24. 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-24. **Specialized Experience** is progressively responsible clerical experience that is in, or closely related to, the work of the position and which has demonstrated the particular knowledge, skills, and abilities to successfully perform the duties of the position and involves the routine use of automated software and keyboarding for word processing, data entry and report generation.

Desirable Qualifications

- Ability to communicate effectively with a variety of people with a positive, upbeat manner.
- Ability to do detail-oriented work with limited supervision.
- Experience which reflects the ability to work under pressure and deal with change.
- Demonstrable 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.
- Prior federal court experience.
- Excellent verbal and written communications skills.
- Excellent organization and time management skills.
- Excellent spelling, grammar, and proofreading skills.
- Bachelor's Degree

COMPENSATION AND BENEFITS

Compensation will be set based on experience and qualifications pursuant to the policies and guidelines set forth in the Judicial Salary Plan. Employees qualify for retirement plans, federal employee's group health insurance, life insurance, dental/vision insurances, and flexible 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), 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.

APPLICATION PROCEDURE

To be considered for this position, please submit a resume with a cover letter, and three professional references.

PLEASE SUBMIT YOUR RESUME AND COVER LETTER TO:

United States District Court-NDCA
Attn: Human Resources (FY17-7)
Email to: hr@cand.uscourts.gov