



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: Divisional Office Supervisor (FY24-16)

Classification Level: CL 28

Salary Range: up to \$140,753; Depending upon Experience and Qualifications

Location: San Jose, CA

Opening Date: April 17, 2024

Closing Date: Open until filled

(Priority consideration to applicants who apply by May 1, 2024)

POSITION OVERVIEW

This position is located in the Clerk’s Office of the U.S. District Court in San Jose, California. The incumbent will assist the Divisional Manager in the oversight and coordination of all functions in the Divisional office including intake, docketing, appeals, finance, procurement, jury and courtroom operations. The incumbent will be responsible for planning, organizing and reviewing work, and establishing policies and procedures to ensure excellent customer service and efficient processing of documents.

The incumbent will implement, coordinate, monitor, and improve a variety of functions of the court unit by understanding the needs and priorities of the office. The incumbent will simultaneously work with multiple priorities and projects. Most of the work process is well-defined, although meeting the demands of judicial officers, with occasional staffing limitations, requires good judgment and initiative. The incumbent will provide assistance in formulation and implementation of office policy which entails the need to communicate clearly and effectively, both orally and in writing. The incumbent deals with the judges, the courtroom deputies, chambers staff, and other members of the Clerk’s Office staff on a daily basis. The incumbent will also work with employees of other court offices and court-related agencies. Occasional oral and written communications with the public are required.

Primary duties include:

- Supervises the Divisional office staffing including: approving leave, managing time and attendance, training and development of employees, establishing performance expectations, conducting performance appraisals, goal setting, resolving personnel issues, participating in interviewing and selection of new employees, and initiating personnel actions
- Communicates policies, procedures, and management objectives to employees to enhance efficiency and productivity of the organization
- Promotes and maintains conditions that encourage teamwork, effective communication, initiative, staff loyalty, enthusiasm and positive morale
- Plans, coordinates, and schedules all operational activities in the office
- Analyzes and interprets legislation, Administrative Office directives, court rules, and orders of the Chief Judge affecting the work of the Clerk’s Office
- Deals effectively with employees concerning their suggestions, complaints, grievances and other employee related matters
- Ensures that staff adheres to the Court’s internal control procedures
- Conducts meetings to enhance communication and to address issues, procedures, and goals

- Develops and recommends policies, procedures, manuals or other documentation related to intake, docketing, appeals, finance, procurement, jury and courtroom operations, and assists employees with the implementation of such procedures
- Procures interpreter and court reporter services as needed. Collects and forwards billings for payment
- Reviews DARs submitted by CSAs for supervisory analysis
- Audits jury payments, forwards to SF Office for payment
- Conducts periodic cashier audits
- Performs other duties as assigned, including acting as jury clerk, intake clerk, docket clerk and/or courtroom deputy during periods of staffing shortages

QUALIFICATIONS

Candidate must have a minimum of three years of specialized experience, including one year of specialized experience at or equivalent to CL-27. Specialized experience is progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain skill in developing interpersonal work relationships needed to lead a team of employees; the ability to exercise mature judgment; and knowledge of the basic concepts, principles and theories of management; and the ability to understand the managerial policies applicable to the court.

Minimum Qualifications:

- Proven ability to provide leadership in a supportive and encouraging manner
Additionally, must be able to promote positive employee morale
- Ability to plan, coordinate and schedule work operations and leave schedules
- Candidates must be able to deal with employees and evaluate performance in a fair and consistent manner
- Strong computer and analytical skills
- Excellent organizational and time management skills
- Ability to consistently demonstrate sound ethics and good judgment
- Excellent customer service skills
- Ability to interact with a wide variety of people tactfully and courteously

Preferred Qualifications:

- Knowledge of legal terminology and processes
- Excellent oral and written communication skills
- Proficiency in word processing applications, requisite court computer programs, and automated case management systems
- Electronic case management and filing (CM/ECF) experience is highly desired

COMPENSATION AND BENEFITS

Compensation will be set based on experience and qualifications pursuant to the policies and guidelines set forth in the CPS 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), 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/uscourtscaand and upload a resume and cover letter in Word or PDF format where requested.