



**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF CALIFORNIA**

DATE: January 29, 2016
POSITION TITLE: Court Reporter Supervisor
LOCATION: San Francisco, California
CLASS/LEVEL: CL-28 (\$67,426 - \$109,617)
Salary placement based on qualifications and experience
CLOSING DATE: Priority cutoff February 12, 2016, but open 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 Court Reporter Supervisor works in the District Court Clerk's Office in San Francisco and reports to the Director of Courtroom Services. The incumbent is responsible for supervising the seven official court reporters located in San Francisco; overseeing the San Francisco Division's court reporting services; coordinating court reporting services with other divisions; and reviewing, auditing and analyzing the court reporter unit's operations and compliance with all applicable policies and procedures.

REPRESENTATIVE DUTIES:

- ✓ Creates and modifies an ongoing and complex schedule to ensure adequate court reporter coverage of court proceedings. Exercises judgment in making assignments, and communicates frequently with court staff and judges as necessary about availability of court reporters.
- ✓ Coordinates court reporter scheduling and management with managers in San Jose and Oakland.
- ✓ Monitors and facilitates communication between parties ordering transcripts from court reporters.
- ✓ Answers questions from attorneys, paralegals, parties and court staff. Updates court website with information on frequently asked questions.
- ✓ Hires, trains and supervises staff reporters, coordinates leave requests, and evaluates performance.
- ✓ Hires and trains contract court reporters as needed and ensures background check and procurement requirements are met.
- ✓ Meets frequently with court reporters to resolve personnel and assignment issues and other workplace concerns.
- ✓ Audits documents related to ordering, production and filing of official transcripts for compliance with federal law.
- ✓ Periodically reviews the records of the court reporters to ensure the proper maintenance of records, and the accurate and timely filing of reports.
- ✓ Advises management and acts as a consultant to the Director of Courtroom Services in the formulation, implementation, and assessment of office practices, policies, and procedures. Researches operational questions, problems and ideas for efficiency/improvement. Responds to requests for information from senior management regarding unit operations.
- ✓ Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

The successful applicant must have at least three years of specialized experience, including at least 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
- Excellent oral and written communication skills
- Prior court experience
- Prior experience creating schedules and auditing documents
- Ability to communicate effectively with a variety of people
- Experience which reflects the applicant's ability to work under pressure, successfully manage sensitive personnel matters, and deal with change
- 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

PLEASE SUBMIT YOUR RESUME AND COVER LETTER VIA EMAIL TO:

United States District Court, Northern District of California

Attn: Human Resources (FY16-5)

Email: 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.

We will only make contact with those qualified applicants who will be invited for an interview.