



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

DATE: January 27, 2016
POSITION TITLE: Courtroom Deputy Supervisor
LOCATION: San Francisco, California
CLASS/LEVEL: CL-28 (\$66,459 - \$108,058)
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: This position is located in the Clerk's Office in San Francisco, and reports to the Director of Courtroom Operations. The incumbent supervises approximately twenty courtroom deputies in the San Francisco Courtroom Deputy Unit (CRD Unit). This position is responsible for supervising courtroom deputy functional areas, including in-courtroom duties, monitoring judges' calendars, designated case management duties, and overseeing CVB.

REPRESENTATIVE DUTIES:

Manages the Unit

- ✓ In collaboration with the Director of Courtroom Operations and the Chief Deputy for Operations, determines the CRD Unit's roles, responsibilities, policies and procedures.
- ✓ Liaises with judges, the public, attorneys, partner agencies, and other court units to solve problems and answer questions.
- ✓ Regularly reviews operating practices and procedures, and systems and programs to assure efficiency and effectiveness of CRD Unit operations.
- ✓ Reviews, corrects, analyzes, and surfaces trends to senior management of regularly-released statistical summaries, reports and data.
- ✓ Conceives of, prepares and analyzes reports to identify issues, performance deficiencies and trends to the Director of Courtroom Operations and management colleagues.
- ✓ Participates in strategic planning to meet court needs. Proposes solutions and collaborates with peers and senior management to implement process changes.

Manages CRD workload, workflow and assignments

- ✓ Assigns and plans work, and sets priorities and time schedules. Schedules coverage when assigned courtroom deputies are unavailable. Provides coverage when necessary.
- ✓ Answers questions regarding CRD Unit procedures, policies, and directives.
- ✓ Ensures effective implementation of new and existing policies and procedures, and seeks out and evaluates best practices. Ensures that CRD guides and manuals are kept current, or when lacking, are prepared.
- ✓ Holds regular staff meetings.

- ✓ Actively and regularly seeks input from courtroom deputies for recommendations to increase productivity and quality, and provides process improvement recommendations to the Director of Courtroom Operations.
- ✓ Conceives of and develops methods of coordinating the work of the CRD Unit with that of CRD units in other divisions, other court units, and with other court partners such as the U.S. Attorney's Office, U.S. Marshals, Probation, Pretrial Services, and the Federal Public Defender's Office.

Manages CRD performance

- ✓ Creates, maintains and updates a Quality Assurance (QA) plan for the CRD Unit. Performs QA on docket entries. Takes necessary corrective action and provides training as necessary.
- ✓ Establishes performance expectations for CRDs, provides support in meeting performance expectations, and works closely with CRD supervisors in San Jose and Oakland to ensure that performance expectations are standardized across the district.
- ✓ Evaluates training needs, provides the necessary resources for formal and informal training, and provides and schedules training as needed.
- ✓ Coaches and mentors employees.
- ✓ Prepares performance evaluations. Recommends personnel actions such as hiring, promotions, step increases, reassignments, disciplinary actions, and separations, and coordinates recruitment with Human Resources.
- ✓ Reviews and approves annual and sick leave for the CRDs. Reviews time and attendance records.
- ✓ Monitors CRDs compliance with Clerk's Office policies and procedures and the Code of Conduct.

Other tasks

- ✓ Coordinates the scheduling and use of courtrooms and evidence presentation carts.
- ✓ Serves as liaison and office and CRD facilitator for visiting judges with hearings in San Francisco.
- ✓ When requested, coordinates the scheduling of courtrooms for special events and activities.
- ✓ Coordinates ADA accommodation for attorneys and parties provided by the court.
- ✓ 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 federal court experience
- Performance management experience
- Ability to meet and communicate effectively with a variety of people

- Skill in using applicable automated systems, particularly the court's Case Management and Electronic Case Filing System ("CM/ECF")
- Experience which reflects the applicant's ability to work under pressure (both individually and as part of a team), successfully manage sensitive personnel matters, and deal with change
- Experience with current versions of Lotus Notes, the Microsoft Office suite (including Microsoft Word, Excel, etc.), Adobe Acrobat, and Windows.
- 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 (FY16-4)

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.