UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF CALIFORNIA

DATE: November 5, 2014
POSITION TITLE: Administrative Assistant
LOCATION: San Francisco, California
CLASS LEVEL: CL-27
SALARY: $54,890 - $89,272, DOE
CLOSING DATE: 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 11 full-time magistrate judges. The Clerk's Office consists of approximately 140 employees.

DUTIES AND RESPONSIBILITIES: Administrative Assistants perform and coordinate administrative, technical, and professional work related to the Administration Department, comprised of Human Resources, Procurement, Space and Facilities, Training, and Criminal Justice Act, for the Chief Deputy of Administration.

- ✓ Provides administrative support to the Chief Deputy of Administration (CDA). Assists Administration Department managers and the Training Specialist with projects as directed by the CDA.
- ✓ Acts as a liaison to various internal and external stakeholders.
- ✓ Processes incoming mail by routing, responding to and filing correspondence as directed.
- ✓ Maintains a log and bring-up system for processing and disposition purposes.
- ✓ Makes travel arrangements for the CDA and for others as directed by the CDA.
- ✓ Drafts correspondence, reports, meeting minutes, and other documents for the CDA's review and signature.
- ✓ Proofreads documents and materials prior to the CDA's review for errors, appropriate formatting, proper syntax, grammar, spelling and typographical errors.
- ✓ Maintains the CDA's calendar and sets appointments.
- ✓ Develops and maintains a suspense or tickler file to track assignments to ensure that deadlines are met.
- ✓ Utilizes with high proficiency, software applications such as WordPerfect, Microsoft Word, PowerPoint, Excel, etc.
- ✓ Enters accurate data into spreadsheets and project reports, maintains documents on shared drives, and maintains and indexes electronic filing systems.
- ✓ Designs and formats documents and brochures.
- ✓ Preserves the integrity of all confidential information.
- ✓ Organizes and coordinates meetings and conferences.

- ✓ Distributes and archives minutes for future reference purposes.
- ✓ Serves as a project coordinator.
- ✓ Prepares reports and handles special projects as assigned.
- ✓ Acts as a back-up to the Clerk of Court's administrative assistant.

Factor 1 - Required Competencies - Knowledge, Skills, and Abilities

Administrative Management

- ✓ Skill in maintaining both hard copy and electronic file systems.
- ✓ Skill in gathering, researching and analyzing data.
- ✓ Skill in preparing reports and presentations.
- ✓ Skill in negotiating and coordinating with others to resolve problems.
- ✓ Skill in coordinating projects.
- ✓ Ability to process high volume of work while delivering quality work.

Court Operations

- ✓ Knowledge of courts operations.
- ✓ Knowledge of judiciary policies set forth in the Guide to Judiciary Policies and Procedures Knowledge of various court administrative processes, policies, and procedures.
- ✓ Knowledge of legal terminology.
- ✓ Knowledge of federal rules and regulations, as applicable.
- ✓ Knowledge of judiciary audit standards and stewardship principles.

Judgment and Ethics

- ✓ Knowledge of and compliance with the Code of Conduct for Judicial Employees and court confidentiality requirements.
- ✓ Ability to consistently demonstrate sound ethics and good judgment.

Written and Oral Communications/Interaction

- ✓ Ability to communicate effectively orally and in writing with individuals and groups at all levels.
- ✓ Ability to interact effectively and appropriately with the public and others, provide excellent customer service, and resolve challenges with tact and diplomacy, while complying with regulations, rules, and procedures.

Information Technology and Automation

- ✓ Knowledge of and skill in using office procedures and a variety of office equipment and applications, such as word processing, email, spreadsheets, and other computer-based systems used by the court or office.
- ✓ Skill in using computer software, including basic graphic design and formatting of documents and brochures, and other technology to enhance efficiency.

Factor 2 - Primary Job Focus and Scope

- ✓ The primary focus of the job is to implement, coordinate, monitor, and improve a variety of administrative functions that support the functioning of the CDA and the Administration Department through understanding and evaluating the needs and priorities of internal and external customers.
- ✓ Administrative Assistants ensure accuracy and completeness of data, deliver quality service, and comply with internal controls, government requirements, regulations, and policies.

Factor 3- Complexity and Decision Making

- ✓ Some aspects of the incumbent's work are standard. Other aspects of the work present challenges in handling a variety of persons, problems, and subject areas that involve making sound decisions within the context of professional standards, broad policies, and Clerk's Office strategic goals, while performing a high volume of work under consistent pressure and deadlines. Good judgment must be exercised in setting priorities, maintaining confidentiality, handling situations and persons with courtesy and professionalism, and acting on behalf of the CDA when called upon to do so.
- ✓ The review and processing of a high volume of job duties and responsibilities requires multi-tasking and creates challenges to meet deadlines. Occasional conflicting priorities must be resolved to achieve desired outcomes.
- ✓ Incumbent must take initiative to assess and creatively resolve problems, and questions, based on advanced and thorough knowledge and experience with applicable policies, and guidelines, and in consultation with the CDA.

Factor 4

A - Interactions with Judiciary Contacts

- ✓ The primary judiciary contacts are managers, executives, judges, chambers staff, staff of other court units and governmental agencies for the purpose of exchanging information and providing customer service.

B - Interactions with External Contacts

- ✓ The primary external contacts are the public, external users of court resources, parties, attorneys, applicants, key court partners, governmental and non-governmental agencies, and vendors/ contractors.

Factor 5 - Work Environment and Physical Demands

- ✓ Work is performed in an office setting and may occur at off-site locations or temporary duty stations in Oakland or San Jose.

MINIMUM QUALIFICATIONS:
The successful applicant must have two years specialized experience, including at least one year equivalent to work at the 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), the successful applicant must have at least two years specialized experience equivalent to work at CL-25. **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.

PREFERRED QUALIFICATIONS:
Preference may be given to applicants who have:

- 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.

PLEASE SUBMIT YOUR RESUME AND COVER LETTER/EMAIL TO:
United States District Court
Attn: Human Resources (FY15-2)
450 Golden Gate Avenue
San Francisco, CA 94102
Or email to: 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.

Due to the volume of applications anticipated, the court will only communicate with those candidates selected for interview.