



PHYLLIS J. HAMILTON
Chief Judge

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

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF CALIFORNIA

Position: Judicial Assistant to the Chief Judge

Classification Level: JSP-11

Salary Range: \$75,515 – \$98,176 / Depending upon Experience and Qualifications

Location: San Francisco, CA

Opening Date: September 3, 2019

Closing Date: Priority cut-off by October 15, 2019

Number of Positions: 1

Anticipated start date: January 2020

POSITION OVERVIEW

The Northern District of California covers 15 counties along California's northern coast, from San Benito County in the south to Del Norte County in the north, with courthouses in San Francisco, Oakland, San Jose and McKinleyville. The Northern District of California has 19 active and senior district judges and 12 full-time magistrate judges. The Clerk's Office consists of approximately 130 employees.

DUTIES AND RESPONSIBILITIES:

Perform administrative, organizational and clerical duties using legal terminology, procedures, and documents. Assist the chief judge in the daily activities and management of the office, including event planning, submitting mandated reports, coordinating facilities use and scheduling a variety of appointments, meetings and court events.

Representative duties include using software to prepare documents and correspondence; tracking and monitoring the judge's calendar; conducting non-legal research using source material or the Internet; composing and preparing routine correspondence; making travel arrangements and preparing travel vouchers; compiling reports and certifications as required throughout the year; coordinating requests for use of court facilities and expenditures related thereto; maintaining current committee rosters; communicating with outside agencies to plan meetings and events; and preparing meeting materials and minutes.

A meticulous attention to detail is required. Event-planning experience is strongly preferred, as the incumbent will plan numerous official and ceremonial functions each year for up to 300 attendees. This includes compiling guest lists, issuing invitations, tracking responses, and managing check-in, as well as negotiating with both government and outside vendors to secure facilities and amenities for the events.

*The United States District Court is
an equal opportunity employer.*

QUALIFICATIONS

MINIMUM QUALIFICATIONS:

The successful candidate will have at least 2 years of general clerical or administrative experience that provided a good knowledge of office clerical practices and 6 years of specialized experience that involved the responsibility as principal office assistant to a supervisor or an executive who dealt with law-related matters (i.e., in a law firm, accounting firm or other professional environment).

General Experience:

Progressively responsible general clerical or secretarial experience which provided a good knowledge of office practices such as telephone, computer and software usage, filing and typing skills.

Specialized Experience:

Progressively responsible clerical or secretarial experience which involved responsibility as the principal office assistant to a supervisor or executive who was dealing with law-related matters (such as might be found in a law, accounting, insurance or real estate office).

Educational Substitutions:

Education in a college, university or secretarial school of recognized standing may be substituted for a maximum of one year of the general experience on the basis of 30 semester (45 quarter) hours equal nine months of experience.

A bachelor's degree from a college or university of recognized standing may be substituted for two years of general experience. Preferably, such degree should have included courses in law, accounting, government, public or business administration or related fields.

Education in a legal or paralegal curriculum may be substituted for a maximum of two years of specialized experience on the basis of one full academic year (30 semester or 45 quarter hours) equals one year of experience. Less than one full year of study will be credited on a pro-rata basis.

PREFERRED QUALIFICATIONS:

Preference may be given to applicants who have:

- Prior federal court experience.
- A bachelor's degree.
- Ability to meet and communicate effectively with a variety of people.
- Skill in using applicable automated systems.
- Experience which reflects the applicant's ability to work under pressure and deal with change.
- Experience with current versions of Microsoft Outlook, Excel, Microsoft Word, Adobe Acrobat, Windows and Microsoft PowerPoint.
- 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.
- Proven analytical reasoning skills.
- Professional demeanor and confidentiality are essential.
- Strong grammar and writing skills.

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 an 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.

HOW TO APPLY

Applicants must submit the following: 1. Cover Letter; 2. Resume; and 3. Contact information for three professional references.

Go to our agency website at <http://www.governmentjobs.com/careers/uscourtsand> to submit the online application, along with the above-listed documents. Attachments should be submitted as Microsoft Word (DOC) or Adobe Acrobat (PDF) files. Other formats are not acceptable.

Applications will be considered complete when the online application and all required attachments, in the appropriate format, are received by the Human Resources Unit. Applications and/or attachments received after the closing date may not be considered.