



**SUSAN SOONG**  
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 opportunity employer.*

# CAREER OPPORTUNITY

## UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF CALIFORNIA

Position: Chief Deputy of Administration

Classification Level: JSP-15/01 to JSP-17/10

Salary Range: \$156,235 - \$183,300, Depending upon Experience and Qualifications

Location: San Francisco, CA

Opening Date: March 12, 2021

Closing Date: Open Until Filled (priority cut-off date, April 5, 2021)

### POSITION OVERVIEW

The Chief Deputy of Administration is a senior executive-level position that reports to the Clerk of Court, has regular interaction with federal judges, high-level officials, court staff, the public, and federal agencies, and is responsible for the management of all court administration functions. The Chief Deputy of Administration is responsible for managing the Clerk's Office Administration Department, which consists of approximately 20 staff and 5 supervisors and managers, and for the court's four courthouses. The Administration Department includes budget, finance, procurement, space and facilities, and human resources.

In addition, the Chief Deputy of Administration is responsible for strategic planning, performance management, project management, emergency response and COOP planning, and for overseeing the provision of court and facility security.

The Chief Deputy of Administration together with the Chief Deputy of Operations is responsible for the overall management of the Clerk's Office. In the absence of the Clerk, the Chief Deputy of Administration assumes the duties and responsibilities of the Clerk. The Chief Deputy of Administration serves as a member of the Clerk's Office Senior Management Team that includes the Chief Deputy of Operations, the IT Director, and the Clerk of Court.

#### Primary duties include:

- Managing the Administration Department;
- Providing leadership for Administration staff through coaching, mentoring, training, providing resources, giving guidance and feedback, and facilitating constructive communication;
- Preparing the annual court budget, monthly budget reports, budget analysis, and assessing staffing and other needs;
- Promoting Clerk's Office goals and objectives;
- Overseeing performance management, project management, and strategic planning for all of the Clerk's Office departments and units;
- Preparing comprehensive manuals, memoranda, reports, and correspondence; and proposing and drafting policies and procedures;
- Analyzing and interpreting trends and statistics to help the court identify challenges and opportunities;
- Proposing, developing, communicating, and evaluating administration policies and procedures to enhance the productivity and effectiveness of the Clerk's Office;
- Advising the Clerk and the Chief Judge regarding the potential impact on court operations and administration of policy changes and budget constraints;

- Collaborating with key IT and Operations staff to increase the court’s operating effectiveness through the use of technology; assisting in planning for future technology needs, and coordinating plans with anticipated workload trends and customer needs;
- Overseeing emergency response and Continuity of Operations planning and implementation;
- Handling special projects and assignments for the Clerk;
- Developing effective working relationships with judges and with appropriate individuals at the Administrative Office of the U.S. Courts, Ninth Circuit, other federal courts and court units, government agencies, federal law enforcement, and the public;
- Representing the Clerk at designated meetings; and
- Other duties as assigned.

Regular travel throughout the district is required. Additional travel may be required periodically to the Administrative Office of the U.S. Courts in Washington, D.C., to other Court units, and to attend court conferences in other U.S. cities.

## **QUALIFICATIONS**

### **Required Qualifications**

- A minimum of six years of substantial and progressively responsible management experience in a court or similar environment;
- Proven experience managing budget, finance, procurement, space and facilities, human resources, strategic planning, and project management functions in a medium to large organization;
- Excellent oral and written communication skills;
- A thorough understanding of using and implementing automated financial, procurement, and human resources management systems;
- Strong interpersonal, problem solving, conflict resolution, and organizational leadership skills;
- Experience in proposing and implementing innovative solutions to facilitate organizational change;
- Proficiency in key business software applications like Word, Excel, and PowerPoint;
- Able to balance the demands of varying workload responsibilities and deadlines; and
- A demonstrated commitment to developing a supportive and harmonious team environment.

### **Desirable Qualifications**

- Federal or state court administration experience;
- Extensive administrative services (budget, procurement, finance, human resources, and space and facilities) experience;
- Emergency management experience;
- Construction project management experience; and
- Experience managing multiple facilities in different geographic locations.

The successful candidate will be a leader who possesses excellent judgment, integrity, and tact, is highly motivated, shows initiative, is a good steward of resources, and is highly organized.

### **Education:**

The successful candidate must have at a minimum a master’s degree from an accredited college or university in a relevant field. Candidates with a master’s degree in business or public administration, supported by progressive leadership and management experience, are strongly encouraged to apply. An MBA, MPA, Juris Doctor (J.D.), or other relevant degree may be substituted for one year of the required experience.

## COMPENSATION AND BENEFITS

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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

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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.

## APPLICATION PROCEDURE

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**Applicants must submit the following: 1. Cover Letter, 2. Resume, and 3. Three professional references.**

To be considered for this position, visit our agency website at <https://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 appropriate format, are received by the Human Resources Unit.