UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF CALIFORNIA

JOB OPPORTUNITY

DATE:	April 4, 2014
POSITION TITLE:	CHIEF DEPUTY OF OPERATIONS
LOCATION:	San Francisco, California
CLASS LEVEL:	JSP 16
SALARY:	$159,493 - $167,000 Depending upon experience and qualifications
CLOSING DATE:	Open until filled, priority consideration given to applications received by April 11, 2014

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 22 active and senior district judges and 11 full-time magistrate judges, and has approximately 130 employees, and 2 chief deputy positions. The Clerk's Office culture and management style is collaborative and team oriented.

DUTIES AND RESPONSIBILITIES

The Chief Deputy of Operations is a senior executive-level position that reports to the Clerk of Court, has regular interaction with federal judges, high-level officials, court staff, litigants, members of the bar and the public, and is responsible for the management and administration of court operations. The Chief Deputy of Operations has primary responsibility for oversight of the Clerk's Office Operations Department, which consists of approximately 85 staff, and 8 supervisors and managers in four court locations. The Operations Department includes case processing (intake, docketing, & quality control), records management, attorney admissions, courtroom operations (courtroom deputies, interpreters & court reporters) and jury administration.

In addition, the Chief Deputy of Operations is responsible for statistical analysis and reporting, oversight of the electronic case assignment system, the non-technical aspects of the case management and electronic filing system (CM/ECF), maintenance of the local rules, and application of the national and local policies, the Federal Rules of Procedure and Local Rules. The Chief Deputy of Operations serves as a liaison to the Administrative Office of the U.S. Courts, the Ninth Circuit, and other courts and court units and federal agencies regarding operations functions; analyzes and interprets legislation, Administrative Office directives, court rules, and orders affecting the work of the Clerk's Office and establishes operating guidelines to implement procedures, methods and other work-related changes.

The Chief Deputy of Operations manages organizational assessment and strategic planning for the Operations Department, develops and implements policy and procedure, and, together with the Chief Deputy of Administration, participates in the overall management of the Clerk's Office. In the absence of the Clerk, the chief deputies assume the duties and responsibilities of the Clerk. The Chief Deputy of Operations, together with the Chief Deputy of Administration, the IT Manager, and the Clerk of Court serves as a member of the Clerk's Office Senior Management Team.

Duties include:

- Special projects and assignments for the Clerk;
- Representing the Clerk at designated meetings;
- Promoting Clerk's Office goals and objectives;
- Providing leadership for Operations staff through coaching, mentoring, training, providing resources, giving guidance and feedback, and facilitating constructive communication;
- Overseeing performance management and strategic planning for the Operations Department;
- Analyzing and interpreting caseload trends and statistics to help the court identify challenges and opportunities;
- Proposing, developing, communicating, and evaluating operations policies and procedures to enhance the productivity and effectiveness of the court;
- Developing effective working relationships with judges and with appropriate individuals at the Administrative Office, the Federal Judicial Center, other federal courts and court units, the bar, government agencies, and the public;
- Advising the Clerk and the Court regarding the potential impact on court operations of rule and policy changes;
- Collaborating with key IT and operations staff to increase the court's operating effectiveness through the use of technology; recognizing the potential for improving processes through existing technical resources, and staying abreast of emerging technologies; assisting in planning for future technology needs, and coordinating plans with anticipated workload trends and customer needs;
- Preparing comprehensive memoranda, reports and correspondence; drafting administrative orders, and proposing procedures and local rules;
- Assisting with Continuity of Operations planning and implementation; and
- Assessing Operations Department staff needs and providing input to the Chief Deputy of Administration in preparing the annual Clerk's Office budget.

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

QUALIFICATIONS AND EXPERIENCE

Required Qualifications

Qualified candidates should have a minimum of six years of substantial and progressively responsible management experience in court management and operations, or in a similar working

environment, in which they have gained a thorough understanding of judicial organizations, including the administration of automated case records management; as well a sound background in human resource management and planning and project management. Candidates must possess strong oral and written communication skills; strong interpersonal, problem solving and conflict resolution skills; strong organizational leadership skills; and be capable of proposing and implementing innovative solutions to facilitate organizational change. Candidates must be proficient in key business software applications like Word, Excel and PowerPoint, and have a working knowledge of document management principles. Court administration experience is highly desirable.

Desirable Qualifications

The successful candidate should preferably have managerial experience in a court environment; courtroom technology planning skills, and an understanding of electronic case docketing. The successful candidate must be able to balance the demands of varying workload responsibilities and deadlines and must have demonstrated a strong commitment to developing a supportive and harmonious team environment. The successful candidate should be a mature leader, a motivator, a good steward of resources, possess tact, good judgment, and initiative, be highly organized, and must maintain a professional appearance and demeanor at all times. Candidates with a Juris Doctor or a Master's Degree from an accredited institution, supported by progressive leadership experience, are strongly encouraged to apply. A Juris Doctor (J.D.) degree may be substituted for two years of the required experience and the active practice of law may be substituted for two years of the required experience.

EDUCATION

The successful candidate must have at a minimum a master's degree in a relevant field from an accredited college or university. A J.D. degree is strongly preferred.

APPLICATION PROCEDURE

To be considered for this position, please submit a resume detailing your education and work experience, a cover letter, and three professional references. The cover letter should specify the position for which you are you are applying, identify how your education and experience relates to the duties and responsibilities, describe your experience in managing the operations of a medium to large organization, and describe your management style and philosophy. **Please note that resumes without the cover letter addressing the qualifications will not be considered.**

PLEASE SUBMIT YOUR RESUME AND COVER LETTER TO

United States District Court
Northern District of California
Attn: Human Resources (FY14-09)
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 an FBI fingerprint check and 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. Employment will be provisional and contingent upon the satisfactory completion of the required background investigation.

The possibility of travel expense reimbursement for interviews and a relocation subsidy will be discussed and considered during the interview process.

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

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).

Reasonable Accommodation

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.