



**MARK B. BUSBY**  
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

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

# CAREER OPPORTUNITY

## UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF CALIFORNIA

Position: Director of Case Administration

Classification Level: CL-29

Salary Range: CL-29: \$102,962 – \$167,349, Depending upon Experience and Qualifications

Location: San Francisco, CA

Opening Date: March 25, 2024

Closing Date: Open Until Filled

**Apply by April 5, 2024, for priority consideration.** Position open until filled.

Whether launching or continuing a career in public service, the U.S. District Court is a great place to work with competitive salaries and benefits, a work schedule that promotes a work-life balance, access to a fitness center, and the opportunity to work with colleagues committed to fulfilling the important mission of administering justice in an efficient and effective manner. This position offers an excellent opportunity to advance a career in Federal court service.

### POSITION OVERVIEW

This position is located in the Clerk's Office of the U.S. District Court in San Francisco, California and reports directly to the Chief Deputy of Operations. The Director of Case Administration directs matters related to supervision, planning and management of all intake and case processing units in San Francisco. The incumbent supervises the Intake Supervisor, the criminal and civil docket clerks, and the records clerk. The incumbent is responsible for accurate records management. The intake supervisor also maintains the court's attorney admissions policy and the incumbent is responsible for ensuring the accuracy of attorney admissions. The incumbent will be responsible for planning, organizing and reviewing work, establishing policies and procedures to ensure excellent customer service and efficient processing of documents, maintenance of records and accurate attorney admissions.

### Representative Duties

- Works with the Chief Deputy and other Operations managers in the formation, implementation and assessment of office practices, policies and procedures.
- Directs the functions and services provided by the case processing section, including supervision of civil and criminal processing. Assures the creation, accuracy, and maintenance of the docket. Ensures coordination of case processing duties with other units of the Clerk's Office and chambers.
- Works on special projects in collaboration with the Chief Deputy of Operations and other Operations Managers and stakeholders.
- Directs the functions and services provided by the Intake Section, including supervision of Intake Section Supervisor and attorney admissions. Assures coordination of Intake duties and attorney admissions with other governmental agencies, court units, chambers, divisional offices and the attorney bar.
- Acts as back-up to the Chief Deputy of Operations who is the Custodian of Records for the court; supervises the court's records clerk.
- Acts as the court's multi-district litigation liaison, coordinates activities with the Judicial Panel for Multi-District Litigation (MDL) and other district courts by processing timely

new MDL actions, directing notices to the appropriate divisional office for processing and/or docketing.

- Participates in developing methods of coordinating the work of the office with that of other governmental agencies and court units.
- Supervises employees, including: approving leave, managing time and attendance, training and development of employees, establishing performance expectations, conducting performance appraisals, goal setting, resolving personnel issues, participating in interviewing and selection of new employees, and initiating personnel actions.
- Develops and recommends policies, procedures, manuals or other documentation related to intake, docketing, appeals, finance, procurement, jury and courtroom operations, and assists employees with the implementation of such procedures including quality control and training.
- Promotes and maintains conditions that encourage teamwork, effective communication, initiative, enthusiasm and positive morale.
- Plans, coordinates, and schedules all operational activities in the case management, records and intake units.
- Analyzes and interprets Federal and local rules, orders and directives of the Clerk and Administrative Office as they relate to the various areas of the office.
- Deals effectively with employees concerning their suggestions, complaints, grievances and other employee related matters.
- Ensures that staff adheres to the Court's internal control procedures.
- Conducts meeting to enhance communication and to address issues, procedures, and goals.
- Performs other duties, as assigned.

## QUALIFICATIONS

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### Minimum Qualifications

**For CL-29:** Three years specialized experience, including at least one year experience at or equivalent to work at the CL-28: For placement above the step 2, at least two years of specialized experience equivalent to work at CL-28.

**Specialized Experience** is progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain:

- Skill in developing the interpersonal work relationships needed to lead a team of employees;
- The ability to exercise mature judgement; and
- Thorough knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the court.

## 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 Court Personnel System (CPS). Employees qualify for retirement plans, federal employee's group health insurance, life insurance, dental/vision insurances, and flexible benefits. The Court values a healthy work life balance and offers flexible work schedules and opportunities for telework.

## INFORMATION FOR APPLICANTS

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Must be a U.S. citizen or permanent resident in the process of applying for citizenship. 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), must adhere to a [code of conduct](#), and must arrange for direct deposit of federal wages. Travel expenses for interviews or relocations are not available. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement without prior written or other notice.

**Equal Focused Employer**

We value diversity and are committed to equity and inclusion in our workplace. The Court encourages applications from all qualified individuals and seeks a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, and socio-economic circumstance.

The court provides reasonable accommodation to applicants with disabilities. Notify Human Resources at 415-522-2147 to request a reasonable accommodation for any part of the application or hiring process. Human Resources will determine requests on a case-by-case basis.

**APPLICATION PROCEDURE**

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To apply, complete the online application at [www.governmentjobs.com/careers/uscourtsand](http://www.governmentjobs.com/careers/uscourtsand) and upload a resume and cover letter in Word or PDF format where requested.