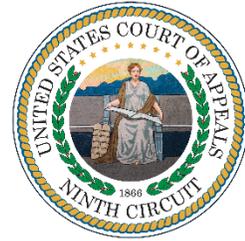


Chief Deputy, Operations
\$184,950 - \$209,600 (JS 15 – JS 16) *
San Francisco, CA



Position Overview

The Chief Deputy is a professional leadership position responsible for the day-to-day administration and supervision of operations and various administrative functions of the Clerk of Court's office. The Chief Deputy reports directly to the Clerk of Court and assists the Clerk with supervision, planning, developing, and implementing office policies, procedures, programs, and managing Court operations. Primary focus is on managing operations related to case flow, including docketing, calendaring, and case materials. The incumbent works closely with judges, court personnel, other courts and governmental agencies to improve the case flow process and overall operations of the court.

Representative Duties

- Assist with developing and executing strategic and long-range plans of the Clerk's office and the court. Interpret and apply the appropriate statutes, rules, and operating procedures, including the Guide to Judiciary Policies and Procedures and local internal policies and controls.
- Manages the docketing, calendaring, and case materials functions of the Clerk's Office and the staff members who perform those functions; implements the policies and procedures established by the Clerk of Court.
- Consulting with the Clerk of Court and judges on court policies and procedures, making recommendations as needed.
- Oversee the flow of paper and electronic documents within the Clerk's Office. Regularly analyzes the efficiency of this process, identifies opportunities for improvement, and implements changes in consultation with the Clerk of Court.
- Works with the Clerk of Court to establish processes to ensure filers' compliance with court rules.
- Works closely with the business owner for the Appellate Case Management System (ACMS) and partners with the Information Technology unit to further customize and develop the application to support the needs of the court.
- Partners with the Information Technology unit as needed to define and generate statistical reports capturing key workload metrics and monitoring the progression of cases through the court.
- Serving as a liaison to the Administrative Office of the U.S. Courts, the Federal Judicial Center, chambers, other court units, the Office of the U.S. Trustee, the U.S. Marshals Service, and various bar associations.
- Serves as staff to the Advisory Committee on Rules and Internal Operating Procedures. Oversee the process of amending court rules.

- Serves as Staff to the Appellate Lawyers Representatives' Committee.
- Oversees Civics and Continuing Education Programs sponsored by the Court.
- Prepare comprehensive memoranda, reports, and correspondence; draft administrative orders, proposed procedures and local rules; complete complex projects and perform other duties as assigned by the Clerk of Court.
- Serves as the custodian of official court records and assumes the duties of the Clerk of Court in their absence.
- Performing other duties as assigned.

Required Qualifications

- Minimum of six years of progressively responsible, successful and substantive administrative experience (3 of which must be managerial) in public service or business.
- Graduate degree in judicial, public or business administration, political science, criminal justice, law, management or related field from an accredited university.
- Working knowledge of legal and court terminology.

Preferred Qualifications

- (JD) juris doctor degree from an accredited college or university are preferred.
- Prior judiciary experience with strong emphasis in court operations and/or court administration.
- Member of the bar of a state, territorial or federal court of general jurisdiction.
- Extensive management experience in the federal judiciary. The successful candidate should be a leader, motivator and highly organized. The ability to collaborate across court units is critical.
- Ability to provide innovative solutions to workplace problems and employee relations issues.
- Expert knowledge of electronic filing and case management systems, including the ability to conduct training, define reports and make recommendations regarding the operational needs of the court.
- Strong analytical and project management skills.

Benefits

- Salary*: Depending on qualifications and experience, \$184,950– \$209,600 (JS 15 – JS 16)
- Time off: 13 days of paid vacation for the first three years, increasing with tenure thereafter, 13 sick days accrued per year, 11 paid holidays.
- Federal pension plan and optional employer-matching Thrift Savings Plan (like a 401K).
- Choice of a variety of employer-subsidized federal health and life insurance plans. Optional dental, vision, and long-term care coverage.

- Flexible spending account to pay out-of-pocket health and dependent care expenses with tax-free dollars.
- Other perks: Eligibility for Public Service Loan Forgiveness Program; parking; public transit subsidy; and reasonable work hours.

How to Apply and Required Documents

Please submit a PDF application through the Court's [Career Portal](#) that includes:

- (1) Cover letter.
- (2) Resume.
- (3) Two letters of recommendation or references.

****Only complete applications will be considered.**

Next Steps

- **Priority given to applications received by March 6, 2026.**
- Video conference interviews available.
- Position open until it is filled.

Conditions of Employment

Must be a U.S. Citizen or permanent resident in the process of applying for citizenship. Successful applicants are provisionally hired pending results of background investigation and fingerprinting. Positions with the U.S. Courts are at-will, excepted service appointments, and may be terminated with or without cause by the Court. Employees are required to adhere to the [Code of Conduct for Judicial Employees](#). Direct deposit of pay required.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, for any reason including, but not limited to, budgetary issues. Said modifications may occur without prior written or other notice.

Equity Focused Employer

We value diversity and are committed to equity and inclusion in our workplace. The 9th Circuit 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.