



MARK B. BUSBY
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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: Administrative Analyst to the Clerk of Court

Classification Level: CL-27

Salary Range: \$68,383 - \$111,196, Depending upon Experience and Qualifications

Location: San Francisco, CA

Opening Date: August 15, 2023

Closing Date: Open until filled (Priority consideration given to applicants who apply by 08/29/2023)

POSITION OVERVIEW

The Administrative Analyst performs administrative support services for the Clerk of Court and the Chief Deputies of Operations and Administration. The incumbent ensures the efficient management of events, meetings, correspondence, reports, and resources and analyzes problems and develops solutions. The incumbent standardizes office procedures and guides other staff to ensure administrative consistency. The job involves handling information of a confidential and sensitive nature.

Primary duties:

- ✓ Serves as the confidential assistant to the Clerk of Court and the Chief Deputies of Operations and Administration.
- ✓ Coordinates the work of the executive office, including but not limited to the following: refers telephone calls and personal visitors for the Clerk of Court and Chief Deputy Clerks; answer inquiries and assists as authorized, maintaining the confidentiality of sensitive matters.
- ✓ Communicate the priorities and activities of the office set by the Clerk and provide administrative assistance to the Clerk.
- ✓ Coordinates travel itineraries for the Clerk and Chief Deputies and makes necessary arrangements such as plane reservations, auto rental, hotel accommodations to ensure compliance with The Guide to Judiciary Policy and Procedures.
- ✓ Serve as liaison between the Clerk and national offices such as the Administrative Office of the United States Courts, the Federal Judicial Center, and the national ad hoc committees.
- ✓ Disseminates communication to appropriate managers, executives, and peers and follow-up on action items to ensure a comprehensive and coordinated response, where required.
- ✓ Maintain office reference materials, such as administrative manuals, bulletins, etc.
- ✓ Coordinates and provides ongoing support for special events such as meetings, executive seminars, and conferences.
- ✓ Coordinates district-wide community and civic engagement programs.

- ✓ Assist in preparing agenda; acts as secretary for meetings, preparing materials, taking and distributing minutes of proceedings.
- ✓ Establishes and maintains Clerk's administrative files, both paper and electronic.
- ✓ Preserves office reference materials, including General Orders, Jury orders, court administration, and related correspondence.
- ✓ Responsible for content and presentation of administrative items on the court's websites.
- ✓ Also serves as a content consultant for the court's public and internal internet sites.
- ✓ Prepares executive correspondence, legal documents, and other materials, from dictation, rough copy, or own notes, for the Clerk, Chief Deputy Clerk, and Chief Judge's review and signature.
- ✓ Sign routine correspondence for the Clerk as authorized.
- ✓ Perform additional duties as directed by the Clerk and Chief Deputy Clerks.

QUALIFICATIONS

REQUIRED QUALIFICATIONS

- An associate or bachelor's degree with 2+ years of experience reporting to an executive.
- Knowledge of administrative practices, methods, and techniques in a professional environment.
- Adept at managing an executive office in a professional atmosphere.
- Superior proofreading documents for spelling, grammar, punctuation, style, abbreviations, and correct legal citation formats.
- Administrative organizational skills such as hard and electronic file maintenance, record-keeping, reporting, and preparation of presentation materials.
- Solving administrative problems and recommending alternatives and solutions.
- Skill in assisting with planning, organizing, and handling logistical arrangements for meetings, conferences, and events.
- Advanced application knowledge of the Microsoft Office suite.
- Excellent skills in interpersonal communications, including the ability to use tact and diplomacy in dealing effectively with all levels of managers, staff, judges, and internal and external customers.
- Skill in project management, organizing information, managing time and multiple work assignments effectively, including prioritizing and meeting tight deadlines.
- Ability to identify and analyze problems, develop viable solutions, advocate when necessary, and follow through to completion. Ability to maintain strict confidentiality.

PREFERRED QUALIFICATIONS

- Paralegal experience preferred.
- A strong preference will be given to the candidate who can leverage technology to work efficiently and effectively.
- Knowledge of SharePoint desired.
- Knowledge of legal documents and terminology.

- Knowledge of federal court operations, policies, procedures, and protocols, including the office's policies and guidelines related to financial transactions, travel authorization, procurement, and property management, and/or space and facilities management.

Minimum Qualifications

The successful applicant must have two years specialized experience, including at least one year equivalent to work at the CL-26.

For placement at salary levels above minimum up to and including step 25, (considering court-preferred skills and an evaluation of quality of experience), at least two years specialized experience at or equivalent to work at CL-26.

Specialized Experience is progressively responsible clerical experience involving the routine use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or personnel/payroll operations.

COMPENSATION

Compensation will be set based on experience and qualifications pursuant to the policies and guidelines set forth in the Court Personnel System (CPS).

OTHER INFORMATION FOR APPLICANTS

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.

Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals qualifying under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship. Contact Human Resources at 415-522-2147 for more information.

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

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