

# UNITED STATES DISTRICT COURT

Southern District Of California

San Diego, California

Phone: (619) 557-6152

www.casd.uscourts.gov

## CLERK OF COURT

Vacancy Announcement #13-04

Closing Date:	January 3, 2014
Location:	San Diego, California
Start Date:	To Be Determined
Salary:	CUE Optional Pay Plan Grade 18 (\$174,000)

To apply for this position, please send a cover letter that includes the reason why you are seeking the position, resume, salary history, and three (3) professional references via U.S. Mail to:

U. S. District Court  
333 West Broadway, Suite 420  
San Diego, CA 92101  
Attn: Human Resources, Job #13-04

The United States District Court for the Southern District of California is seeking qualified applicants for the position of Clerk of Court. The Clerk of Court is appointed by and serves under the direction of the Chief Judge of the Court. As the executive of the Clerk's Office, the incumbent is responsible for managing the operational and administrative duties of the office and ensuring its compliance with statutory requirements.

### **OVERVIEW OF THE COURT**

The U.S. District Court – Southern District of California serves two (2) counties, San Diego and Imperial, in southern California. The court is headquartered in San Diego, and has a presence in El Centro, California, in Imperial County. The bench of the court is comprised of 13 Article III judges (one vacancy), 5 senior judges, and 10 full-time magistrate judges in San Diego, and 1 full-time magistrate judge in El Centro, CA. The Clerk's Office is staffed with 131 employees in San Diego, and 4 in the El Centro, CA courthouse.

### **QUALIFICATIONS**

- Ten (10) years of progressively responsible experience in an administrative, professional, or technical position, that provided thorough knowledge of the concepts, principles, and theories of organizational and human resources management. At least three (3) of the ten years must have been in a position with substantial management or supervisory responsibility, preferably within a court setting.
- BA/BS degree in public, business, or court administration (or other related field). Additional professional or graduate degrees preferred.
- Proven leadership skills that include an adaptable, engaging, and constructive communication style.
- Proven problem solving abilities that demonstrate an ability to gather and analyze relevant data and work collaboratively with others.
- Ability to adapt to and lead changes in requirements and direction received from the court.
- Excellent written communication skills.

### **REPRESENTATIVE DUTIES**

- Preparing and managing annual budgets.
- Hiring and managing personnel, as well as designing and managing training programs.
- Consulting with and making recommendations to the judges regarding court policies and procedures.
- Directing the court's financial service function including purchasing, juror payments, and accounting functions, and assuming liabilities required by law.
- Directing staff responsible for the processing of civil and criminal cases, the issuance of process, and the maintenance of official records in the custody of the court.
- Managing the jury operations of the court and making recommendations as required to improve juror utilization.
- Working with various governmental agencies on a variety of matters necessary to court activities such as data processing, fiscal, and human resources.
- Conducting special studies as directed and preparing statistical and narrative reports.
- Performing related duties as required by the Court, the Administrative Office of the U.S. Courts, and the laws.

## **BENEFITS**

Federal benefits include paid vacation and sick leave; availability of health, life, dental, vision, disability, and long term care insurance plans; availability of Flexible Spending plans; Federal Employees Retirement System; matching and tax-deferred Thrift Savings Plan; paid holidays.

## **DISCLOSURES**

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Chief Judge may elect to select a candidate from the applicants who responded to the original announcement without posting the position.

Only qualified applicants will be considered for this position. Employees of the U.S. District Court serve under “Excepted Appointments” and are considered “at will” employees. Federal Civil Service classifications or regulations do not apply.

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed. As a condition of employment, the selected candidate must complete a 10 year background check investigation, including a credit check and FBI fingerprint check, and will be subject to recheck every 5 years thereafter.

### **Participation in the interview process will be at the applicant’s own expense.**

The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. Direct Deposit).

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). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.

If selected for first time appointment to a position, you may be required to complete an initial performance probationary period. Failure to successfully complete the probationary period may result in termination of employment.

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER**