

UNITED STATES COURT OF APPEALS FOR THE NINTH CIRCUIT

VACANCY ANNOUNCEMENT

POSITION: CHIEF DEPUTY, OPERATIONS

LOCATION: San Francisco, CA

CLASSIFICATION LEVEL/SALARY: JS 16

CLOSING DATE: Open until filled

Priority consideration given to applications received by August 21, 2009.

POSITION OVERVIEW

This position is located in San Francisco and reports to the Clerk of Court. The Chief Deputy is a senior level manager responsible for the oversight and management of all operations functions related to case flow. The incumbent works closely with judges, court personnel, other courts and governmental agencies to improve the case flow process. Under the direction of the Clerk, the incumbent will establish priorities; analyze, formulate and implement procedures; and work with supervisors to establish performance expectations.

REPRESENTATIVE DUTIES

- Serves in an advisory capacity to the Clerk concerning policy matters affecting case flow operations. Informs the Clerk of the status of current operations and the effectiveness of present office practices, suggesting improvements where necessary.
- Implements the Federal Rules of Appellate Procedure and local rules.
- Directs the creation, preparation and submission of statistical data and other management information which reflects the workload of the court and the Clerk's Office and which monitors the progression of cases through the court.
- Develops organizational goals and objectives, including the establishment and adjustment of long range schedules, priorities and deadlines for completion of work assignments. Establishes operating guidelines and procedures. Studies continuing problems in the quantity and quality of work and takes or recommends necessary corrective action.
- Performs a quality control function over the work product. Through consultation with the Clerk, is responsible for the establishment of product standards and for ensuring those standards are met.
- Acts for the Clerk as required.

MINIMUM REQUIREMENTS

Candidates must have a minimum of six years of progressively responsible, successful and substantive administrative experience (3 of which must be managerial) in public service or business.

PREFERRED QUALIFICATIONS

- Law school graduate.
- 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.
- Experience responding to the needs of multiple senior leaders within an organization.
- Experience defining and streamlining operational processes. Expert knowledge of CM/ECF, including the ability to conduct training, define reports and make recommendations regarding the operational needs of the court.
- Excellent verbal and communication skills.
- Demonstrated ability to successfully resolve personnel matters.

CONDITIONS OF EMPLOYMENT

Must be a U.S. citizen or resident alien from a country that has a defense treaty with the U.S. and must be eligible to work in the U.S. Positions with the U.S. Courts are excepted service appointments. Excepted service appointments are at will and can be terminated with or without cause by the Court. Employees will be hired provisionally pending the results of a background investigation. Employees agree to abide by the Judicial Code of Conduct. Direct deposit of pay required.

APPLICATION INFORMATION

Please submit a resume and a detailed cover letter which clearly demonstrates why you are the best candidate for this position, along with 3 references to:

HR@ca9.uscourts.gov (Please include job code **INT-CDOps** in the subject line).

To ensure consideration, please submit these materials by **August 21, 2009**. Only candidates selected for an interview will be notified.

The U.S. Court of Appeals for the Ninth Circuit is an Equal Opportunity Employer.