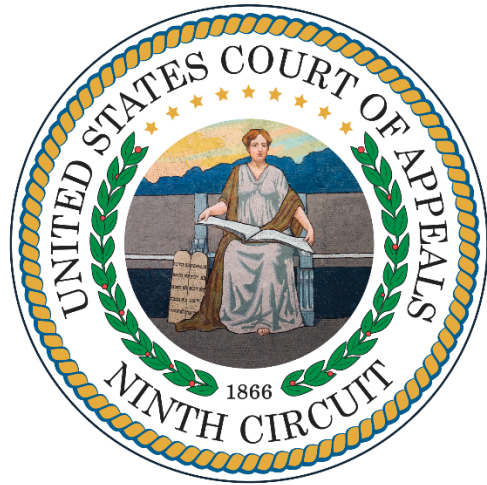


**Operations Supervisor**  
**\$102,962 to \$191,900\* (CL 29-30)**  
**San Francisco, CA**

Are you interested in a position that supports the federal Judiciary's mission of ensuring equal justice under the law? Do you exhibit exceptional leadership, enhance office morale, and work well with different personnel and departments? The Clerk's Office of the U.S. Courts of Appeals for the Ninth Circuit is seeking a talented Operations Supervisor to join our team.



**Representative Duties**

- This position is in the Clerk's Office in San Francisco and reports to the Chief Deputy Clerk for Operations. The Operations Supervisor will supervise various departments within the Clerk's Office, including the calendar and case materials units, and staff members who perform those functions.
- Oversees the flow of cases and materials and the creation of and assignment of cases to oral argument calendars, regularly analyzes efficiency and accuracy, identifies opportunities for improvements, and implements changes in consultation with the Clerk and Chief Deputy Clerk.
- Ensures the quality of case related data and establishes processes to ensure efficiency and accuracy of recusal system and case materials.
- Manages staffing, workload, and coverage of relevant teams, and takes primary responsibility for the hiring and training, development, and evaluation of staff.
- The successful candidate will be acting as a role model for the office and work closely with judges, management, other court personnel, other courts and governmental agencies to improve the case flow process and overall operations of the court.

**Required Qualifications**

Minimum six years of progressively responsible, successful and substantive administrative experience (3 of which must be managerial) in the public service or legal fields and:

- The successful candidate should be a leader, motivator and highly organized.
- Possess excellent oral and written communications skills.
- Will have demonstrated ability to successfully resolve personnel matters.
- Experience responding to the needs of multiple senior leaders within an organization and defining and streamlining operational processes.

- Expert knowledge of court systems, including the ability to conduct training, define reports and make recommendations regarding the operational needs of the court.
- Bachelor's degree from an accredited institution preferred.

### **Total Rewards and Work-Life Balance**

Salary\*: Depending on qualifications and experience, \$102,962 to \$191,900 (CL 29 - CL 30)

Time off: 13 vacation days; 13 sick leave days; 11 paid holidays

- Benefits: Employer subsidized health and life insurance plans. Dental, vision, flexible spending account, long-term care plans available. Employer sponsored pension plan and supplemental retirement contribution plans with employer match.
- Other Perks: Telework opportunities, eligibility for Public Service Loan Forgiveness Program, mass transit subsidy, reasonable work hours, team environment, creative people, and enhanced vacation accrual-based tenure.

### **How to Apply**

Please submit a **single PDF** application packet through the [Career Portal](#) that includes:

- 1) cover letter detailing your qualifications and experience performing the representative duties, and
- 2) current resume

**Only applicants submitting a completed application packet will be considered.**

### **Next Steps**

Priority consideration will be given to applicants who apply by December 27, 2024.

If selected for an interview, tentative interview dates include the week of January 6, 2025.

Video conference interviews available.

### **Conditions of Employment**

U.S. citizen or a permanent resident in the process of applying for citizenship. Direct deposit of pay required. 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](#).

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.

### **Equal Opportunity Employer**

We value diversity and are committed to equity and inclusion in our workplace. The 9<sup>th</sup> 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.