



**MARK BUSBY**  
Clerk of Court

**San Francisco Division**  
450 Golden Gate Avenue  
San Francisco, CA 94102

**Oakland Division**  
1301 Clay Street  
Oakland, CA 94612

**San Jose Division**  
280 South 1st Street, Room 2112  
San Jose, CA 95113

**Eureka-McKinleyville  
Division**  
3140 Boeing Avenue  
McKinleyville, CA 95519

#### 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: Jury Supervisor

Classification Level: CL-27 through CL-28

Salary Range: CL27: \$73,924 - \$120,196; CL28: \$88,626 - \$144,031 (Depending upon Experience and Qualifications)

Location: Can be based in Oakland, San Jose, or San Francisco, CA, with some telework available. Occasional travel to all courthouses.

Opening Date: January 23, 2025

Closing Date: Open Until Filled (**priority closing date, February 14, 2025**)

### POSITION OVERVIEW

The Jury Supervisor oversees all aspects of jury administration for the U.S. District Court, maintaining the integrity of the court’s jury management system. This role involves:

- Supervising, coaching, and developing a team of five jury clerks across the San Francisco, Oakland, and San Jose divisional offices, ensuring high performance and adherence to policies.
- Ensuring the smooth execution of the juror qualification and selection process through close coordination with judges, court staff, and outside vendors.
- Improving public perception and experience of jury service by addressing prospective juror concerns, minimizing inconvenience, and fostering a strong customer-service culture.
- Collecting and analyzing data for juror payment, national reporting requirements, and evaluating the efficiency of jury management procedures.

#### Primary duties:

- Oversee jury clerks in qualifying, summoning, and managing petit and grand jurors, following statutory requirements and the court’s Jury Plan.
- Train and supervise jury clerks to provide excellent customer service, conduct engaging juror orientations, and handle requests for deferral, excusal, or special accommodations.
- Coordinate with judges, courtroom deputies, and agencies such as the U.S. Marshals Service to ensure the smooth operation of all jury selections and trials, including high-profile or lengthy cases.
- Act as liaison for grand juries between the U.S. Attorney’s Office, the chief judge, and employers of grand jurors.
- Analyze jury management processes to improve efficiency, reduce costs, and maximize juror utilization while minimizing inconvenience.
- Optimize the court’s online jury management system and electronic juror applications, including developing and maintaining jury-related content for the court’s websites.
- Develop goals, objectives, procedures, and work standards for the jury unit, ensuring compliance with policies and regulations.
- Provide guidance to judges and senior management on jury-related court policies, offering analysis and interpretation of rules, directives, and operational improvements.
- Manage annual building of the master jury wheel with third-party vendor adhering to statutory requirements and Jury Plan and maintain wheel through regular data scrubs.

### QUALIFICATIONS

### **Minimum Qualifications**

Candidate must have a minimum of two years specialized experience, including one year specialized experience at or equivalent to work at the CL-26. Placement at the CL 27 includes promotion eligibility to a CL 28 without further competition or advertisement. For placement at the CL-28, the candidate must have three years specialized experience, including one year specialized experience at or equivalent to work at the CL-27. **Specialized Experience** is progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain skill in developing interpersonal work relationships needed to lead a team of employees; the ability to exercise mature judgment; and knowledge of the basic concepts, principles and theories of management; and the ability to understand the managerial policies applicable to the court.

### **Preferred Qualifications**

- Prior federal court experience.
- A college degree.
- Experience maintaining records and displaying data in a variety of types of statistical reports.
- Experience developing and implementing improvements to processes or programs.
- Ability to provide leadership in a supportive and encouraging manner;
- Excellent organizational and time management skills;
- Ability to plan, coordinate, and schedule work operations and staff leave schedules effectively, while providing fair and constructive feedback.
- Ability to leverage technology to improve productivity and quality of service or work product;
- Proven ability to consistently demonstrate sound ethics and good judgment;
- Excellent communication and customer service skills; and
- Ability to interact with a wide variety of people tactfully and courteously.

### **COMPENSATION AND BENEFITS**

Compensation will be set based on experience and qualifications pursuant to the policies and guidelines set forth in the Court Personnel System (CPS). Employees qualify for retirement plans, federal employee's group health insurance, life insurance, dental/vision insurances, and flexible benefits.

### **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), will be required to adhere to a code of conduct (which is available upon request), and is subject to mandatory direct deposit of federal wages. The court is not authorized to reimburse travel expenses for interviews or relocations.

**Interviewing Non-Citizens and Making Offers of Future Employment:** 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).

Where appropriate and necessary, the court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Unit of the Clerk's Office at 415-522-2147.

Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

### **APPLICATION PROCEDURE**

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Go to our agency website at <http://www.governmentjobs.com/careers/uscourtsand> to submit the online application, along with a **cover letter** and a **resume**. Attachments must be submitted as PDFs or Microsoft Word (.docx) files.

Applications will be considered complete when the online application and all required attachments, in the appropriate format, are received the Human Resources Unit.