

**U.S. DISTRICT COURT  
EASTERN DISTRICT OF CALIFORNIA**

**\*\*\*OPPORTUNITY ANNOUNCEMENT #2013-07\*\*\***

**CHIEF DEPUTY (TYPE II)**

**JSP GRADE LEVEL:** JSP 14-16

**SALARY RANGE:** \$103,500 - \$165,300\* (JSP 14/1 - JSP 16/10)

**LOCATION:** Sacramento, California

**CLOSING DATE:** 4:00 pm on Friday, May 24, 2013

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The Clerk's Office is seeking candidates for a Chief Deputy position. The incumbent will be located in our Sacramento office and will report to our Clerk of Court located in our Fresno office. The Chief Deputy is considered the second-in-command of the Clerk's Office. In addition to supervising the day-to-day functioning of the Clerk's Office, the incumbent will play a key role in developing organizational standards, goals, and objectives; establishing priorities and deadlines; and implementing the policies and priorities of the Clerk of Court.

The court's main offices are located in Sacramento and Fresno and remote satellite offices are located in Bakersfield, Redding and Yosemite National Park. The Clerk's Office is staffed with 96 employees (60 in Sacramento, 33 in Fresno and one in each remote location.) The bench of the court is comprised of 6 district judges, 4 senior judges, 12 full-time magistrate judges and 4 recalled magistrate judges. To learn more about the court, please visit our website at: [www.caed.uscourts.gov](http://www.caed.uscourts.gov)

**MINIMUM QUALIFICATIONS**

For consideration, candidates must possess the following:

- Six (6) years of progressively responsible experience in an administrative, professional or technical position in which they gained a thorough knowledge of the concepts, principles and theories of human capital and resource management. At least three (3) of the six years must have been in a position with substantial management or supervisory responsibility, preferably within a court setting.
- Proven leadership skills that demonstrate an engaging, communication oriented style.
- Demonstrated belief that the accomplishment of goals can be best achieved through the empowerment of others.
- Proven problem solving abilities that demonstrate an ability to work collaboratively with others.

- Exceptional organizational and project management skills.
- Excellent written and verbal communication skills.
- Bachelors degree from an accredited college or university (preferable in public, business, or court administration/management or a related field).

### **COURT-PREFERRED QUALIFICATIONS**

In addition to the minimum qualifications, candidates who possess the following are preferred:

- Management experience gained while working in a U.S. District Court – Clerk’s Office.
- Knowledge of legal terminology and federal court processes.
- Graduate level degree in a related field (e.g., law, public administration, management, etc.) from an accredited institution.

### **APPLICATION PROCEDURE**

For consideration, candidates must submit the following:

- 1) An introductory cover letter that includes the reason why the candidate is seeking the position and a brief summation of the candidate’s leadership style and management philosophy.
- 2) A chronological resume detailing work history, key accomplishments and the reason why each job listed was left.
- 3) A list of at least three professional references.

Materials must be received as e-mail attachments in either Word or PDF format sent to “CAED-HR@caed.uscourts.gov” by no later than **4:00 p.m. on Friday, May 24, 2013**. Please reference “2013-07” in the subject line of your message.

### **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 Clerk of Court 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 employed as “at-will” employees. Federal Civil Service classifications and regulations do not apply; however, court employees are entitled to the same benefits as other Federal Government employees. Court employees are subject to a written Code of Conduct.

Participation in the interview process will be at the applicants own expense and relocation expenses will not be provided.

As a condition of employment, the selected candidate must successfully complete a ten-year background investigation and every five years thereafter will be subject to an updated investigation similar to the initial one. 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 may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

Pursuant to the Immigration Reform Act of 1986, selection is contingent upon providing proof of being legally eligible to work in the United States. Acceptable documentation includes a U.S. Passport; original or a certified birth certificate issued by a state, country, or municipal authority; a certificate of U.S. Citizenship, Alien Registration Receipt Card; and an authorized form of photo identification such as a state drivers license, school identification card, or U.S. Military identification card.

Applicants must be either U.S. citizens or non-citizens to whom an offer of employment can be legally made. Employment offers may only be legally made to non-citizens who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, this means that non-citizen candidates are lawful permanent residents of the U.S. and are 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.