



## **UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF CALIFORNIA**

**DATE:** May 2, 2012  
**POSITION TITLE:** Docket Clerk  
**LOCATION:** San Francisco, California  
**CLASS LEVEL:** CL-25  
**SALARY:** \$44,917 - \$73,055 / Depending upon Experience and Qualifications  
**CLOSING DATE:** Open until filled

### **THE UNITED STATES COURT IS AN EQUAL OPPORTUNITY EMPLOYER, AND ENCOURAGES QUALIFIED MINORITY APPLICANTS TO APPLY**

The Northern District of California covers 15 counties along California's northern coast, from San Benito in the south to Del Norte County in the north, with courthouses in San Francisco, Oakland, San Jose and Eureka. The Clerk's Office serves 18 active and senior district judges and 11 full-time magistrate judges. The Clerk's Office consists of approximately 130 employees.

### **DUTIES AND RESPONSIBILITIES:**

Docket Clerks perform various functions and are responsible for docketing, maintaining and processing case information, and managing the progression of cases to final disposition, in accordance with approved internal controls, procedures, and rules. Docket Clerks at this level are fully proficient at managing the progression of cases to final disposition. They are responsible for noticing, managing the progression of cases, maintaining official case records, monitoring the completion of required procedural steps, reviewing filed documents to determine conformity and taking appropriate action, ensuring that all orders and automated entries are appropriately and accurately docketed, and making summary entries on the docket of all documents and proceedings.

- ✓ Make summary entries of documents and proceedings. Receive and docket terminating document. Perform quality control on chambers and attorney-docketed entries. Prepare and distribute clerk's notices and deficiency notices. Set schedules for briefing and record preparation.
- ✓ Accept, review and process documents. Review filed documents to determine conformity and take appropriate action and follow up with rules, practices and filing requirements. Prepare correspondence regarding file inquires, docket sheets, and other file request information. Check for prior or prohibited filing. Monitor for release of exhibits and sealed documents. Verify and issue summons.
- ✓ Process notices of appeals, and appeal-related documents. Process opinions and close appeals.
- ✓ Perform criminal and civil docketing making summary entries on all documents and proceedings.
- ✓ Provide information to public, bar, and the court.
- ✓ Transmit records to appropriate court. Ensure event codes are entered accurately.
- ✓ Operate a variety of copying and records equipment. Answer and route incoming calls. Provide basic information to public, bar, and the court.

- ✓ Perform other duties as assigned.

**MINIMUM QUALIFICATIONS:**

The successful applicant must have two years specialized experience, including at least one year equivalent to work at the CL-24. For placement at salary levels above minimum up to and including step 25, (considering court-preferred skills and an evaluation of quality of experience), the successful applicant must have at least two years specialized experience equivalent to work at CL-24. **Specialized Experience** is progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or personnel/payroll operations.

**PREFERRED QUALIFICATIONS:**

Preference may be given to applicants who have:

- Prior federal court experience.
- A bachelor's degree.
- Ability to meet and communicate effectively with a variety of people.
- Skill in using applicable automated systems.
- Experience which reflects the applicant's ability to work under pressure and deal with change.
- Experience with current versions of WordPerfect, Lotus Notes, Microsoft Word and Windows.
- Work experience that demonstrates the applicant's ability to successfully manage multiple competing priorities, work with limited supervision, and skill in dealing with others in person-to-person work relationships.

**PLEASE SUBMIT YOUR RESUME AND COVER LETTER/EMAIL TO:**

United States District Court  
Attn: Human Resources (FY12-09)  
450 Golden Gate Avenue  
San Francisco, CA 94102  
Or email to: [hr@cand.uscourts.gov](mailto:hr@cand.uscourts.gov)

**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.

Due to the volume of applications anticipated, the court will only communicate with those candidates selected for interview.