

Generalist Relief Clerk

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Classification Level:

CL 25/01 - CL 26/61

Salary Range:

\$42,262 - \$75,689

Location:

Riverside

Opening Date:

Wednesday, September 12, 2012

Closing Date:

Wednesday, September 26, 2012

Number of Positions:

1

Vacancy Number:

12-20

Job Type:

Full Time

Position Overview:

The Court is recruiting for a well organized, detail oriented individual who likes the challenge of variety. The selected incumbent will provide a variety of relief functions for the Riverside Division. This position reports to the Assistant Deputy-in-Charge.

Representative Duties:

- Perform relief functions for relief courtroom deputy clerks, records and procurement clerks, jury clerks, electronic court recorder operators, and the work of generalist clerks, which includes intake and docketing for both civil and criminal cases.
- Responsible for handling low numbers.
- Provide daily input to the Deputy-in-Charge and/or Assistant Deputy-in-Charge regarding areas in need of relief assistance.
- Perform other duties as assigned.

Qualifications:

- Applicants must have a high school diploma or equivalent.
- Two years of specialized experience. Specialized is progressively responsible clerical or administrative work including the use of legal terminology, and the application of a body of rules, regulations, directives or laws. Such experience is most often found in law firms, office of legal counsel, state and federal courts, real estate and insurance companies.
- Ability to handle multiple tasks simultaneously.

- Excellent verbal and written communication skills.
- Excellent time management skills.
- Skill in the use of computers.
- Type 45 wpm.
- Dependability, reliability and good organizational skills.
- College degree is preferred.

Physical Requirements:

The selected candidate must be able to bend, pull, push and lift up to 40 pounds, reach, walk and/or stand for extended periods, with or without accommodation.

Compensation:

Federal benefits include paid vacation and sick leave; health, life, dental, vision, disability, and long term care insurance plans; retirement; matching and tax-deferred Thrift Savings Plan; paid holidays; and flexible work schedule.

Information for Applicants:

The United States District Court requires employees to adhere to a code of conduct (click [here](#) to view). As a condition of employment, the final candidate will be subject to an FBI fingerprint background check. The Financial Reform Act requires direct deposit of federal wages for court employees. Due to the volume of applications received, the court will only communicate with those individuals who will be tested or interviewed. Applicants scheduled to test or interview should advise the Human Resources staff if any accommodation will be necessary to test or interview. The United States District Court is a smoke-free environment. Applicants must be a U.S. citizen or a lawful permanent resident of the United States currently seeking citizenship or intending to become a citizen after meeting the eligibility requirement. Click [here](#) to download the job application. Please submit completed application to:

United States District Court
Human Resources Department
312 North Spring Street, Room 535
Los Angeles, California 90012
Refer to: Vacancy No. 12-20