



TERRY NAFISI
DISTRICT COURT EXECUTIVE
AND CLERK OF COURT

WESTERN DIVISION
312 N. SPRING ST. SUITE G-8
LOS ANGELES, CA 90012

SOUTHERN DIVISION
411 W. FOURTH ST. SUITE 1053
SANTA ANA, CA 92701

EASTERN DIVISION
3470 TWELFTH ST. SUITE 134
RIVERSIDE, CA 92501

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT CENTRAL DISTRICT OF CALIFORNIA

Position: Generalist Clerk
Classification Level: CL 25
Salary Range: \$42,262 - \$68,736
Location: Santa Ana, California
Opening Date: July 15, 2013
Closing Date: July 26, 2013
Number of Positions: One
Vacancy Number: 13-25

POSITION OVERVIEW

The Santa Ana Divisional Office is recruiting for a well organized, detail-oriented individual who possesses exceptional interpersonal and customer services skills, and enjoys working with the public. The Generalist Clerk performs a variety of functions in the following areas: Intake, Docketing, Scanning, Quality Control, Records, Procurement, Jury, and Space & Facilities. The incumbent reports to the Assistant Deputy-in-Charge and performs additional duties as assigned.

REPRESENTATIVE DUTIES

- Receive and review incoming documents to determine conformity to appropriate rules, practices and/or court requirements; perform required intake cashier functions.
- File documents meeting requirements and distribute documents to recipient.
- Assure proper assignment of case numbers and perform QC of case assignments.
- Open new cases in CM/ECF and perform QC of new case openings.
- Make summary entries of documents and proceedings on the docket.
- Prepare and scan documents; perform QC of scanned images and docketing of images.
- Perform QC of attorney e-filings.
- Respond orally and in writing to in person, telephonic, correspondence and email inquiries and requests from within and outside the court.
- Receive and distribute incoming mail; record and track monies received in the mail for fees due; meter outgoing mail.
- Maintain paper files and paper sealed documents and assist with archiving of paper files and documents.
- Research and satisfy copy requests from internal and external customers for in house records and records at FRC/NARA.
- Check deliveries and invoices against purchase orders.
- Report service issues and escort vendors within non-public areas.
- Perform jury orientation and prepare necessary jury documents for trial court.
- Manage parking requests and make parking assignments for court staff visits to Santa Ana; update calendar; and prepare and distribute parking memos.
- Perform other duties as assigned.

OUR MISSION

Committed to providing support to the judges and equal access to the judicial process with fairness, impartiality, and personal integrity by providing service to all.

OUR VISION

Leading the nation
in service to justice.

*The United States District Court
is an equal opportunity employer.*

QUALIFICATIONS

- Applicants must have a high school diploma or equivalent.
- Two years of general clerical or administrative work experience that has provided the opportunity to acquire general knowledge, skills and abilities in the areas of property and procurement and/or records management and/or intake. Experience in these functional areas gained in a court setting is highly desirable.
- Dependability and reliability are a must.
- Must possess good judgment in handling routine business matters.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Strong organization skills.
- Typing of 45 wpm.
- College degree is preferred.

BENEFITS

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 U.S. citizens 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. 13-25