



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

<b>Position:</b>	Chief Deputy of Case Processing
<b>Classification Level:</b>	JSP 15 - 16
<b>Salary Range:</b>	\$126,687 - \$165,300
<b>Location:</b>	Los Angeles, California
<b>Opening Date:</b>	July 19, 2013
<b>Closing Date:</b>	August 19, 2013
<b>Number of Positions:</b>	One
<b>Vacancy Number:</b>	13-26

The United States District Court for the Central District of California is a federal trial court that serves seven counties and a population of approximately 18.7 million people, nearly half of the population of the State of California. The Court is the site of many high-profile trials. The District has three divisional offices located in Los Angeles, Santa Ana, and Riverside, 28 authorized District Judges, 9 Senior Judges, 24 authorized Magistrate Judges, and 1 authorized part-time Magistrate Judge in Santa Barbara.

### POSITION OVERVIEW

The Chief Deputy of Case Processing is one of three chief deputy clerk positions reporting to the Clerk of Court. The Chief Deputy provides leadership, coordination, and guidance to civil and criminal intake, case processing, statistics, cm/ecf development, training, and all aspects of information technology. There are approximately 73 employees under the Chief Deputy's supervision. The Chief Deputy operates with a high degree of independence and manages projects autonomously with minimal direction from the Clerk of Court. The Chief Deputy advises the Clerk of Court on policy and administration of court procedures. The Chief Deputy makes presentations and prepares correspondence, memoranda, reports, and other written communications. The Chief Deputy acts as the Clerk of Court in the absence of the Clerk. Some travel is required to divisional offices and Washington, D.C.

### QUALIFICATIONS

Five years of progressively responsible administrative, supervisory, managerial or professional work in a court is desired. Strong legal and court procedural experience and training required. Strong supervisory experience, leadership and management qualities, and excellent verbal and written communication skills required. The Court seeks a person with vision and integrity, and a desire to achieve and maintain a high degree of professional excellence in an environment of individualized and court-wide services to 62 judicial officers.

### EDUCATION

Completion of a bachelor's degree in public administration, business or related field is required. Candidates with a higher degree of education preferred.

### 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.*

## **BENEFITS**

The District Court is within the Judicial Branch of the United States Government and its employees are entitled to federal employees benefits such as a pension plan, retirement saving plan with excellent matching, group health insurance, life insurance, dental, vision, long term disability, long term care programs, flexible spending accounts, and generous paid time off. Training and professional development opportunity exist, funds permitting.

## **INFORMATION FOR APPLICANTS**

The United States District Court requires employees to adhere to a code of conduct (click [here](#) to view). This position is an Executive High-Sensitive position within the federal judiciary. Employment will be considered provisional pending the successful completion of a ten year mandatory background investigation. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. 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 requirements. Due to the volume of applications received, the court will only communicate with those individuals who are selected to participate in the interview process. Applicants selected to interview must travel at their own expense. Relocation costs are available under certain conditions. Click [here](#) to download the job application, or obtain by calling our 24-hour job information line at (213) 894-2904. Please submit an original and three copies of resume, cover letter, and employment application to:

District Court Executive  
Human Resources Department  
312 North Spring Street, Room 535  
Los Angeles, California 90012  
Refer to: Vacancy No. 13-26