



UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF CALIFORNIA

DATE: March 27, 2014
POSITION TITLE: Jury/Procurement Clerk
LOCATION: San Jose, California
CLASS LEVEL: CL-25
SALARY: \$45,382 - \$73,764 / Depending upon Experience and Qualifications
CLOSING DATE: April 7, 2014 as priority cut-off, or 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 22 active and senior district judges and 11 full-time magistrate judges. The Clerk's Office consists of approximately 130 employees.

DUTIES AND RESPONSIBILITIES:

- Obtain quotes from vendors for supplies, equipment, furniture, and services. Plan and coordinate time and delivery of purchase.
- Assess requests for goods and services by ensuring that they are allowable under limitations, restrictions, and policies, as well as determining availability of funds.
- Adhere to the Guide to Judiciary and Procedures and Judiciary Procurement Program Procedures on procurement practices. Adhere to the court unit's internal control procedures.
- Identify and maintain lists of vendors and sources of supply for goods and services. Review, evaluate, verify, and process invoices and prepare payment requests. Update the inventory listing of property and conduct inventory reconciliations.
- Perform duties relating to master wheel refill and grand jury selection. Monitor and record the jury questionnaire process, juror attendance and selection. Provide support and assist jurors during jury service.
- Support jury administration by assisting in the preparation of statistical reports.
- Prepare and mail summons notices and forms.
- Maintain and update the inbound and outbound telephone calls through use of an interactive voice response system for summoned jurors.
- Monitor and record juror attendance so accurate, thorough and timely juror payments and 1099 schedules can be prepared.
- Work with chambers staffs, clerk's office staff, U.S. Marshals Services, U.S. Attorney's Office, and other groups to ensure the smooth operation of jury.

MINIMUM QUALIFICATIONS:

- Ability to communicate effectively (orally and in writing) with requesters and vendors, providing customer service and resolving difficulties while complying with regulations, rules, and procedures.
- Ability to communicate with requesters to determine actual needs; ability to evaluate whether proposed purchases will meet those needs.
- Skill in the use of automated equipment including word processing, spreadsheets, and database applications, as well as financial and accounting systems, databases and systems used for tracking inventory, preparing purchase orders, and other systems related to procurement activities.
- Skill in entering and checking data into a computerized database.
- Ability to use office machines needed to prepare and process summons notices and correspondence.

PREFERRED QUALIFICATIONS:

Preference may be given to applicants who have:

- Prior federal court experience.
- Courtroom experience in a similar position.
- 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.
- Proven analytical reasoning skills.

PLEASE SUBMIT YOUR RESUME AND COVER LETTER/EMAIL TO:

United States District Court
Attn: Human Resources (FY14-07)
450 Golden Gate Avenue
San Francisco, CA 94102
Or email to: 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. The successful candidate 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 Noncitizens and Making Offers of Future Employment: Noncitizens 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.

Travel throughout the district is required. Additional travel may be required to the Administrative Office in Washington, D.C., to other Court units, and to attend court conferences in other U. S. cities.

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