



Sacramento, California
www.caed.uscourts.gov

Position Details

Job Grade: CL 25
Salary Range: \$42,936 - \$69,825
Closing Date: 3/10/2017 @ 4:00 pm

How to Apply:

For consideration, applicants must submit the following:

- 1) An introductory cover letter that includes the reason a change of employment is desired (a reason is only required if applicant is currently employed).
- 2) A chronological resume detailing work history and reason why each job listed was left.
- 3) A salary history of all jobs listed on the applicant's resume.
- 4) A list of at least three professional references.

In addition to completeness, materials will be reviewed for attention to detail, organization and overall professionalism of presentation. **Incomplete materials will be disqualified from consideration.**

Materials must be received as email attachments in either Word or PDF format sent to:
"CAED-HR@caed.uscourts.gov"
by no later than 4:00 pm on Friday, 3/10/2017. Please reference "2017-04" in subject line of email.

The U.S. District Court for the Eastern District of California serves 34 counties located in the fast growing Central and Northern interior of California. The court is headquartered in Sacramento with a large divisional office in Fresno and remote satellite offices in Bakersfield, Redding and Yosemite National Park.

The court is currently seeking career-oriented applicants for a Pro Se Writ Clerk position in our Sacramento office. The position is located in the Clerk's office of the U.S. District Court and reports to an operations supervisor. The incumbent is responsible for providing clerical support by assisting with case management and processing cases filed by prisoners under the guidance of the Prisoner Litigation Unit. In addition, the incumbent is the initial point of contact for court personnel. The following duties are performed with other Pro Se Writ Clerks:

- Reviews Daily Activity Reports (DAR) and Notices of Electronic Filings (NEFs). Prints DAR and reviews NEFs to determine which DAR entries and NEFs require boilerplate orders.
- Determines which DAR entries/NEFs require a blue sheet and prepares blue sheets as needed.
- Delivers completed DAR to staff attorneys; emails orders prepared from NEFs to staff attorneys.
- Conducts daily quality control of DAR and NEFs to ensure all processed matters have been properly handled.
- Proofreads orders and findings and recommendations prepared by staff attorneys for grammatical errors or inadvertent omissions (proofreading is not on legal substance or citing style). Ensures orders include correct date, motion number, etc.
- Respond to letter inquiries in matters such as: status of case, requests for copies, request for rules, and seeking legal advice without first filing a lawsuit.
- Prepares both routine and boilerplate orders requested by staff attorney and judges, such as CDC orders, and service orders for civil rights cases. Prepare writs as needed.
- Screen new complaints and petitions by: preparing new case sheet; checking to see if other cases have been filed; adding information to frequent litigator list if appropriate; checking to make sure In Forma Pauperis (IFP) is complete; making sure complaint is signed; checking venue; preparing appropriate screening orders including service for habeas, transfer orders, inappropriate IFP orders, etc. Maintains frequent litigator list and updates three strikes database.
- In conjunction with magistrate courtroom deputies, calendars trial confirmation hearings, jury trials, and other hearing dates for issuance of writs. Prepares scheduling orders as directed.
- Dockets all prisoner case orders and distributes them; prepares proof of service and mailing of orders to pro se prisoners. Corrects docket entries as needed.
- Serves as a liaison between staff attorneys and U.S. Marshal; handles prisoner case inquiries and docketing questions; answer phone calls related to writ clerk duties. Makes inquiries to CDC locator.
- Retrieves and distributes files, transcripts, and mail to staff attorneys from the clerk's office. Return items, including re-shelving files, from staff attorneys to the clerk's office.

**Operations Specialist
Opportunity Announcement
#2017-04**
(cont.)

Benefits:

- Paid Holidays
- Annual & Sick leave
- Federal Employee Retirement System
- Thrift Savings Plan
- Health Insurance
- Dental, Vision & Life Insurance
- Flexible Spending Accounts
- On Site Gym

For more information about Careers with the Judiciary go to:
<http://www.uscourts.gov/careers>

Minimum Qualifications

To minimally qualify, candidates must be high school graduates (or equivalent) with at least two years of specialized clerical work experience. Specialized work experience is defined as progressively responsible clerical or administrative experience that required the use of specialized terminology, application of specialized rules and processing of specialized documents (i.e., as would be found in a law office, another court in the judicial system, a bank, real estate or insurance office). Such experience should include routine interactions with customers. Candidates must also possess a strong work ethic; project a professional appearance and demeanor; be detail-oriented with strong computer skills and excellent verbal and written communication skills; and be solution oriented, patient and adaptable to the communication styles and needs of others.

Candidates who possess the following preferred experience and education will receive preference in our review process:

- Additional years of specialized work experience beyond the required two year minimum.
- Knowledge of and experience with the court's Local Rules and CM/ECF system.
- Completion of relevant education above the minimally required high school level (a four year college degree is highly preferred).

While most operations specialists are appointed at a step 1 (currently \$42,936), consideration for appointment at a higher step will be given to applicants who possess preferred experience and education as stated above.

Disclosures

- The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. The Court also may elect to consider candidates who respond to this announcement for other similarly classified positions that become available within a reasonable time of this posting.
- Only qualified applicants will be considered for this position.
- Employees of the U. S. District Court serve under "Excepted Appointments" and are considered "at will" employees. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to the same benefits as other Federal Government employees. Court employees are subject to a Code of Conduct. A copy will be provided upon request.
- Participation in the interview process will be at the applicants own expense and relocation expenses will not be provided.
- As a condition of employment, the selected candidate will be subject to an FBI fingerprint background check. All information provided by applicants is subject to verification and background investigation.
- Applicants must be either U.S. citizens or eligible to work for the United States government.
- If selected for first-time appointment to a position, you will be required to complete an initial performance evaluation period. Failure to successfully complete the IPEP may result in termination of employment.