



SUSAN SOONG
Clerk of Court

San Francisco Division
450 Golden Gate Avenue
San Francisco, CA 94102

Oakland Division
1301 Clay Street
Oakland, CA 94612

San Jose Division
280 South 1st Street, Room 2112
San Jose, CA 95113

**Eureka-McKinleyville
Division**
3140 Boeing Avenue
McKinleyville, CA 95519

CAND MISSION

The mission of the Clerk's Office of the United States District Court for the Northern District of California is to support, defend and preserve the Constitution of the United States by:

- Serving and supporting the court
- Providing access to the court
- Maintaining the records of the court
- Providing information about the court
- Performing our mission with a commitment to excellence

The United States District Court is an equal opportunity employer.

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF CALIFORNIA

Position: Courtroom Deputy (Amended)

Classification Level: CL 26/27

Salary Range: \$53,797-\$96,117; Depending upon Experience and Qualifications

Location: San Jose, CA

Opening Date: May 15, 2018

Closing Date: Open until filled

Number of Positions: 1

POSITION OVERVIEW

The courtroom deputy clerk provides administrative support in and out of the courtroom. This position calls for accuracy, diplomacy and sensitivity in dealing with judges, attorneys, members of government agencies, and the general public. Successful courtroom deputy clerks work with meticulous attention to detail, create systems to organize and prioritize tasks, and communicate with calm and confidence.

This position is located in the Clerk's Office in the U.S. District Court. The incumbent manages the judge's caseload and provides courtroom and other assistance through management of court calendars, attending court proceedings, recording pertinent results for minutes and drafting judgments. The position description that follows is not intended to be all inclusive. Periodically, other duties may be assigned.

Examples Of Duties:

- Manages judge's cases by: calendaring and regulating their movement; monitoring filing of pertinent documents and timely responses to judicial orders; and setting dates and times for hearing, trials and conferences. Keeps judge and immediate staff informed of case progress.
- Attends court sessions and conferences. Assists with the orderly flow of proceeding including, but not limited to, setting up the courtroom, assuring presence of all necessary participants, and managing exhibits.
- Takes notes of proceedings and rulings and prepares minute entries, drafts judgments for the judge's approval.
- Coordinates court reporters and interpreters; process transcripts, arrange for transcriptions; answer questions from parties and the public regarding obtaining transcripts.
- Drafts docket orders, pleading judgments, and minutes as directed by the judge or local court policy, utilizing applicable automated systems.
- Reviews the quality of electronically filed documents, ensuring that all the orders and automated entries are appropriately and accurately docketed, and make summary entries on the docket of all documents and proceedings.
- Acts as liaison among the Clerk's Office, the bar and the judge to ensure that cases proceed smoothly and efficiently. Serves as a primary source of information on scheduling conferences, hearings, trials, and other case processes.
- Review cases or reports for necessary actions.

QUALIFICATIONS

Minimum Qualifications:

The successful applicant must possess:

For a CL-26, one year specialized experience, including at least one year at or equivalent to work at CL-25.

For a CL-27, two years specialized experience including at least one year specialized experience at or equivalent to CL-26.

For placement at salary levels above minimum up to and including step 5, (considering court-preferred skills and an evaluation of the quality of experience), at least two years specialized experience at or equivalent to work at CL-26.

Specialized experience is progressively responsible clerical experience involving the routine use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or personnel/payroll operations.

Desirable Qualifications:

- Prior courtroom or federal court experience.
- Experience using automated systems for filing documents and extracting relevant information.
- A bachelor's degree

COMPENSATION AND BENEFITS

Compensation will be set based on experience and qualifications pursuant to the policies and guidelines set forth in the CPS Salary Plan. Employees qualify for retirement plans, federal employee's group health insurance, life insurance, dental/vision insurances, and flexible benefits.

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), 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 Non Citizens and Making Offers of Future Employment: Non citizens 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.

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

The United States District Court for the Northern District of California is an Equal Opportunity Employer.

APPLICATION PROCEDURE

Applicants must submit the following: 1. Cover Letter, 2. Resume, and 3. Three professional references.

To be considered for this position, visit our agency website at <https://www.governmentjobs.com/careers/uscourtsand> to submit the online application, along with the above-listed documents. Attachments should be submitted as Microsoft Word (DOC) or Adobe Acrobat (PDF) files. Other formats are not acceptable.

Applications will be considered complete when the online application and all required attachments, in appropriate format, are received by the Human Resources Unit.