



**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: Intake/Docket Clerk – Oakland Office (FY19-09)

Classification Level: CL 25

Salary Range: \$48,850-\$79,436; Depending upon Experience and Qualifications

Location: Oakland, CA

Opening Date: January 24, 2019

Closing Date: Open until filled

### POSITION OVERVIEW

Docket Clerks perform various functions and are responsible for docketing, maintaining and processing case information, and managing the progression of cases to final disposition, in accordance with approved internal controls, procedures, and rules. Docket Clerks at this level are fully proficient at managing the progression of cases to final disposition. They are responsible for noticing, managing the progression of cases, maintaining official case records, monitoring the completion of required procedural steps, reviewing filed documents to determine conformity and taking appropriate action, ensuring that all orders are automated entries are appropriately and accurately docketed, and making summary entries on the docket of all documents and proceedings.

- Make summary entries of documents and proceedings. Receive and docket terminating document. Perform quality control on chambers and attorney-docketed entries. Prepare and distribute clerk's notices and deficiency notices. Set schedules for briefing and record preparation.
- Accept, review and process documents. Review filed documents to determine conformity and take appropriate action and follow up with rules, practices and filing requirements. Prepare correspondence regarding file inquires, docket sheets, and other file request information. Check for prior or prohibited filing. Monitor for release of exhibits and sealed documents. Verify and issue summons.
- Process notices of appeals, and appeal-related documents. Process opinions and close appeals.
- Perform criminal and civil docketing making summary entries on all documents and proceedings.
- Provide information to public, bar, and the court.
- Transmit records to appropriate court. Ensure event codes are entered accurately.
- Operate a variety of copying and records equipment. Answer and route incoming calls. Provide basic information to public, bar, and the court.
- Perform other duties as assigned.

### QUALIFICATIONS

#### Minimum Qualifications:

The successful applicant must have two years specialized experience, including at least one year specialized experience at or equivalent to CL-24. For placement at salary levels above minimum up to and including step 25, (considering court-preferred skills and an evaluation of quality of experience), the successful applicant must have at least two years specialized

experience equivalent to work at CL-24. **Specialized Experience** is progressively responsible clerical experience that is in, or closely related to, the work of the position and which has demonstrated the particular knowledge, skills, and abilities to successfully perform the duties of the position and involves the routine use of automated software and keyboarding for word processing, data entry and report generation.

### **Preferred Qualifications**

- Ability to communicate effectively with a variety of people with a positive, upbeat manner.
- Ability to do detail-oriented work with limited supervision.
- Experience which reflects the ability to work under pressure and deal with change.
- Demonstrable ability to successfully manage multiple competing priorities.
- Knowledge of and skill in working with databases and other typical office software programs.
- Proven analytical reasoning skills and sound judgment.
- Prior federal court experience.
- Excellent verbal and written communications skills.
- Excellent organization and time management skills.
- Excellent spelling, grammar, and proofreading skills.
- Cashiering experience.
- Bachelor's Degree

### **COMPENSATION AND BENEFITS**

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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**

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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**

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**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.