



**SUSAN SOONG**  
Clerk of Court

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**Eureka-McKinleyville  
Division**  
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#### 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 Clerk to U.S. District Judge to Jon S. Tigar

Classification Level: CL 26/CL 27

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

Location: San Francisco, CA with expected transfer to Oakland, CA

Opening Date: 3/1/2019

Closing Date: Open Until Filled (priority cut-off, March 15, 2019)

### POSITION OVERVIEW

The courtroom deputy clerk provides administrative support in and out of the courtroom to District Court Judge Tigar. 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. The following is not intended to be all inclusive. Periodically, other duties may be assigned.

Primary duties: Courtroom deputy clerks are responsible for managing judges' cases by:

- Scheduling hearings, trials, and conferences, and coordinating presence in courtroom of parties, attorneys, jurors, other court staff, and members of other court-related agencies;
- Attending court and managing the orderly flow of court proceedings;
- Creating documents to record pertinent results of courtroom proceedings;
- Docketing court orders in the electronic docketing system and monitoring the filing of documents to ensure timely filing by parties;
- Responding to inquiries from attorneys, self-represented litigants, agencies, and the public, and acting as liaison between these individuals and the judge;
- Informing judge and staff of case progress.

### QUALIFICATIONS\*\*

#### Minimum Qualifications

The successful applicant must have:

- For CL-26 one year specialized experience, including at least one year at or equivalent to work at CL-25.
- For 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 25, (considering court-preferred skills and an evaluation of 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

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Compensation will be set based on experience and qualifications pursuant to the policies and guidelines set forth in the Judicial 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.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement without prior written or other notice. In the event a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the court may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position.

**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 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.

## 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.