# CAREER OPPORTUNITY

## UNITED STATES DISTRICT COURT, NORTHERN DISTRICT OF CALIFORNIA

Position: Jury/Interpreter Clerk
Classification Level: CL-25
Salary Range: $56,524 – $91,899, Depending upon Experience and Qualifications
Location: San Francisco, CA

**Apply by March 3, 2023, for priority consideration.** Position open until filled.

Whether launching or continuing a career in public service, the U.S. District Court is a great place to work with competitive salaries and benefits, a work schedule that promotes a work-life balance, access to a fitness center, and the opportunity to work with colleagues committed to fulfilling the important mission of administering justice in an efficient and effective manner. This position offers an excellent opportunity to advance a career in Federal court service.

## POSITION OVERVIEW

A jury/interpreter clerk is a public-facing role serving the federal district court. At the core of this job is a commitment to extraordinary customer service and to a fair judicial system. Successful jury/interpreter clerks are friendly, patient, and respectful of all people regardless of background. This position involves detailed administrative work and creative problem-solving and contributes significantly to the court's public service mission.

Representative duties include:

- ✓ Responding to inquiries from prospective jurors and the general public in person and by phone, email, and letter.
- ✓ Planning and coordinating the mailing of printed juror summonses.
- ✓ Processing responses to jury qualification questions by following legal guidelines, keeping detailed notes in the jury software system, checking quality of data and correcting where necessary.
- ✓ Orienting and assisting jurors in the courthouse for trial or grand jury selection and providing ongoing support to those selected for service.
- ✓ Updating resources such as online jury and interpreter calendars and the court's website.
- ✓ Hiring, negotiating rates, and scheduling interpreters for all languages.
- ✓ Preparing interpreter contracts, purchase order requests and other documentation; auditing interpreter payment and travel reimbursement vouchers.
- ✓ Working with chambers and Clerk's Office staff, U.S. Marshals Service, U.S. Attorney's Office, and other groups to ensure the smooth operation of jury and interpreter processes.
- ✓ Performing other duties as assigned.

## QUALIFICATIONS

**MINIMUM QUALIFICATIONS**:
The successful applicant must have two years specialized experience, including at least one year equivalent to work at the 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 requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations,


**MARK B. BUSBY**
Clerk of Court

**San Francisco Courthouse**
450 Golden Gate Avenue
San Francisco, CA 94102

**Oakland Courthouse**
1301 Clay Street
Oakland, CA 94612

**San Jose Division**
280 South 1st Street
San Jose, CA 95113

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


**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 focused employer.*

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.

**PREFERRED QUALIFICATIONS:**

- Ability to communicate effectively with individuals and groups.
- Ability to do detail-oriented work with limited supervision.
- Ability to work under pressure.
- 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.
- Excellent verbal and written communications skills.
- Excellent organization and time management skills.
- Excellent spelling, grammar, and proofreading skills.

## COMPENSATION AND BENEFITS

Compensation will be set based on experience and qualifications pursuant to the policies and guidelines set forth in the Court Personnel System (CPS). Employees qualify for retirement plans, federal employee's group health insurance, life insurance, dental/vision insurances, and flexible benefits. The Court values a healthy work life balance and offers flexible work schedules and opportunities for telework.

## OTHER 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), must adhere to a code of conduct, and must arrange for direct deposit of federal wages. Travel expenses for interviews or relocations are not available. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement without prior written or other notice.

Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals qualifying under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship. Contact Human Resources at 415-522-2147 for more information.

**Equal Focused Employer**

We value diversity and are committed to equity and inclusion in our workplace. The Court encourages applications from all qualified individuals and seeks a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran’s status, disability, religion, and socio-economic circumstance.

The court provides reasonable accommodation to applicants with disabilities. Notify Human Resources at 415-522-2147 to request a reasonable accommodation for any part of the application or hiring process. Human Resources will determine requests on a case-by-case basis.

## APPLICATION PROCEDURE

To apply, complete the online application at www.governmentjobs.com/careers/uscourtscand and upload a resume and cover letter in Word or PDF format where requested.