



**MARK B. BUSBY**  
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 focus employer.*

# CAREER OPPORTUNITY

## UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF CALIFORNIA

**Position:** Docket Clerk/Relief Courtroom Deputy Clerk (FY26-15)

**Classification Level:** CL 26

**Salary Range:** \$67,972-\$110,469; Depending upon Experience and Qualifications

**Location:** San Jose, CA

**Opening Date:** February 9, 2026

**Closing Date:** Position open until filled.

**(Priority consideration to applicants who apply by February 23, 2026)**

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, 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

The Docket Clerk/Relief Courtroom Deputy Clerk position is to ensure continuity of operations during the absence of a Docket, Intake, or Courtroom Deputy Clerk. The incumbent is required to work in the Docketing, Intake and Courtroom Deputy sections. The incumbent will be trained in all three positions and will be assigned duties at the discretion of the supervisors of both departments.

#### Key Responsibilities:

- Assists Customers at the Intake Desk. Receives documents pertaining to a variety of civil and criminal cases and reviews them for compliance with rules and procedures.
  - Open and close cases.
  - Makes summary entries on the docket concerning all documents and proceedings.
  - Enters defaults, or default judgments according to court rules.
  - Furnishes information about case status to the public and the bar.
  - Processes Notices of Appeal.
  - Maintains case files.
  - Prepares and distributes calendars, minute orders, judgments and commitments, bond conditions and issues arrest warrants.
  - Swears in witnesses, marks and receives exhibits, impanels jurors.
  - Confers with attorneys, acts as a source of information and answers procedural questions while assisting with compliance, and acts as a liaison between the judges and counsel.
  - Manages the orderly flow of court proceedings by ensuring the presence of court reporters, jury panels, in-custody defendants and other participants whenever necessary.
  - Completes monthly reports.
- Performs other duties as required.

## QUALIFICATIONS

---

The successful applicant must have one-year specialized experience, including at least one year at or equivalent to CL-25. 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-25.

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

### 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.
- Knowledge of the case assignment process. Knowledge of procedure for public access to court files.
- Skill in checking for prohibited filings and unpaid fees on prior filings.
- Knowledge of how to process, issue, and certify documents.
- 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.
- Interest in public service
- Prior courtroom experience
- Experience using automated systems for filing documents and extracting relevant information.
- Bachelor's Degree

## COMPENSATION AND BENEFITS

---

The U.S. District Court is part of the federal Judicial branch of government and is independent of the Executive and Legislative branches. The court sets its own employment policies including remote work and performance management, while also valuing employees' individualism and continuing to strive towards a diverse, equitable and inclusive workplace.

Compensation will be set based on experience and qualifications pursuant to the policies and guidelines set forth in the Court Personnel System (CPS).

Judicial Branch employees are "at will" employees and are not subject to the employment regulations of competitive service. However, judiciary employees are entitled to benefits.

For more information about federal court benefits, please visit:  
[www.uscourts.gov/careers/benefits](http://www.uscourts.gov/careers/benefits).

## INFORMATION FOR APPLICANTS

---

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement without prior written or other notice.

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](#), 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).

### 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. 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.

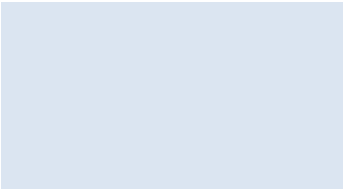
## APPLICATION PROCEDURE

---

### Applicants must submit the following:

1. Cover Letter
2. Resume
3. Three professional references.

To be considered for this position, visit our agency website at <https://www.governmentjobs.com/careers/uscourtscand> to submit the online application, along with the above-listed documents. Please be sure to fully complete your application by providing all work history from the past ten years. 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 the appropriate format, are received by the Human Resources Unit.