



**MARK B. BUSBY**  
Clerk of Court

**San Francisco Division**  
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**Oakland Division**  
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Oakland, CA 94612

**San Jose Division**  
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San Jose, CA 95113

**Eureka-McKinleyville  
Division**  
3140 Boeig 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 Focused Employer*

# CAREER OPPORTUNITY

## UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF CALIFORNIA

Position: Courtroom Deputy Clerk to U.S. Magistrate Judge Virginia DeMarchi

Classification Level: CL 26 / CL 27

Salary Range CL 26: \$67,306 - \$109,364 or CL 27: \$73,924 - \$120,196 (Depending upon Experience and Qualifications)

Location: San Jose, CA

Opening Date: May 7, 2025

Closing Date: Open Until Filled

### POSITION OVERVIEW

The Clerk's Office for the United States District Court - Northern District of California, is seeking a highly motivated and detailed oriented individual to serve as a full time Courtroom Deputy Clerk in the San Jose divisional office. The Courtroom Deputy Clerk provides administrative support to U.S. Magistrate Judge Virginia DeMarchi in and out of the courtroom. This role requires strong attention to detail, sound judgement, and the ability to communicate effectively with judges, attorneys, chambers staff, and the public. It's a great fit for someone who is organized, dependable, and comfortable working in a fast-paced legal environment.

Courtroom Deputy Clerks (CRDs) are part of the Clerk's Office and support the work of the court by managing courtroom proceedings and maintaining the judge's calendar. They administer oaths, maintain custody of exhibits, coordinate with jurors, and file orders and notices into cases. CRDs also serve as a key point of contact for attorneys and parties with questions about scheduling and procedures. The role includes additional duties such as handling referrals, petty offense matters, and providing coverage for other CRD's.

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 by setting up the courtroom, assuring presence of necessary participants, administer oaths, and managing exhibits;
- Creating documents to record pertinent results of courtroom proceedings by taking notes of proceedings and rulings to produce minute entries;
- 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;
- Other duties as assigned.

### 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 of 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**

- Interest in public service.
- Prior courtroom experience
  - in state or federal court,
  - in both civil and criminal proceedings,
  - from pretrial to verdict in civil or criminal proceedings,
  - with trial support and technology 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 Court Personnel System (CPS). Employees qualify for retirement plans, federal employee's group health insurance, life insurance, dental/vision insurances, and flexible benefits. For more information about federal court benefits, please visit:

[www.uscourts.gov/careers/benefits](http://www.uscourts.gov/careers/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), must 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. A salary verification is required for all candidates in the final stage of the recruitment process. 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**

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To apply, complete the online application at [www.governmentjobs.com/careers/uscourtsand](http://www.governmentjobs.com/careers/uscourtsand) and upload a resume and cover letter in Word or PDF format where requested.