



MARK B. BUSBY

Clerk of Court

San Francisco Division

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San Francisco, CA 94102

Oakland Division

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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: Relief Courtroom Deputy (FY25-23)

Classification Level: CL 26/CL 27

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

Location: San Francisco and Oakland, CA

Opening Date: May 30, 2025

Closing Date: Open Until Filled

(Priority consideration to applicants who apply by 6/13/2025)

The U.S. District Court for the Northern District of California offers an exceptional work environment, offering competitive salaries and benefits, a schedule that supports work-life balance, access to an on-site fitness center, and the opportunity to join a team dedicated to upholding fairness and justice. The relief Courtroom deputy position is based in San Francisco and Oakland courthouses and will provide support to both locations. Some telework is available after the probationary period. If you're looking to elevate your career while contributing to the work that matters, we invite you to apply today!

POSITION OVERVIEW

The Relief Courtroom Deputy clerk is a "floater" position, providing administrative support in and out of the courtroom to judges when the regularly assigned courtroom deputy is not available. This position calls for accuracy, diplomacy and sensitivity in dealing with judges, attorneys, members of government agencies, and the public. Successful courtroom deputy clerks work with meticulous attention to detail, create systems to organize and prioritize tasks, and communicate with calm effectively with a calm and confident demeanor.

Primary duties:

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

- Scheduling hearings, trials, and conferences, and coordinating the appearances in the 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 docket 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 the 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

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 like those of other federal government employees including:

- A minimum of 11 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after 3 years, and 26 days per year after fifteen years.
- Paid sick leave in the amount of 13 days per year
- Federal Employees' Retirement System (FERS)
- Optional participation in the Thrift Savings Plan (with up to 5% employer matching contributions), the Federal Employees Health Benefits Program (FEHBP), Federal Dental and Vision Insurance Program (FEDVIP), the Federal Employees' Group Life Insurance (FEGLI), the Flexible Benefits Program, the Commuter Benefit Program, SmartBenefits (mass transit subsidy up to \$325 per month), Long-Term Care Insurance, and Professional Liability Insurance
- Employee Assistance Program (EAP)/Work Life Services

For more information about federal court benefits, please visit:

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.

Equity-Focused Employer

The United States District Court for the Northern District of California is an Equity focused employer. We value diversity and are committed to equity and inclusion in our workplace. The court encourages applications from all qualified individuals and seek 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.

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/uscourtsand> 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.