



UNITED STATES DISTRICT COURT Central District of California

Position: Relief Courtroom Deputy/Generalist Clerk
Classification Level: CL 25/26
Salary Range: \$43,727 – \$78,257
Location: Riverside, California
Opening Date: December 19, 2016
Closing Date: Until filled (Applications received by January 6, 2017 will be given priority consideration)
Tour of Duty: Full-Time
Number of Positions: One (or more)
Vacancy Number: 17-09

POSITION OVERVIEW

The Court is recruiting for a well-organized, detail-oriented individual who embraces the challenge of variety in his or her work. The position involves providing relief assistance for district and magistrate judge courtroom deputies, office services, records and docketing staff. This fast-paced and challenging position requires the individual to present a professional demeanor at all times.

REPRESENTATIVE RESPONSIBILITIES:

The Relief Courtroom Deputy/Generalist Clerk is responsible for the following:

Intake: Receives and reviews incoming documents to determine conformity with appropriate rules, practice, and/or court requirements. Assigns case numbers and judges to new actions. Acts as receptionist; furnish information to a wide variety of people within and outside the court. Route documents to proper offices or persons.

Docketing: Makes summary entries of all documents and proceedings on the docket ensuring that all automated entries are appropriately linked for case management. Has a working knowledge with the operation of CM/ECF events and reliefs which are necessary for proper docketing and quality control. Reviews and performs quality control of the daily docket activity report. Responsible for processing proposed related and identical case orders and docketing when orders are signed.

Customer Service: Answers help desk calls, as well as questions in person, relating to filings and other matters.

Events: Assist with the coordination, conduction, set-up and break-down of court events.

Finance: Receives and processes funds for new cases, appeals, copy fees, criminal penalties, and numerous other areas.

Jury: Conducts petit juror orientation and checks jurors in electronically on the Court's Jury Management System (JMS). Prepares and sends jury panels to trial. Remains available to jurors during their service and assists them with their needs (e.g., parking, employment attendance certificates, refreshments, etc.). Ensures jury room is presentable and ready for use by jurors. Assists with the yearly grand jury impanelment.

Courtroom duties: Performs relief courtroom duties for courtroom deputies for District Judges, Magistrate Judges and Visiting Judges. Performs back up coverage to the Central Violations Bureau clerk (travel to military bases is part of the coverage). Coverage may be assigned for more than one judge.

- Attends court sessions, hearings, and conferences when needed or assigned. Assists with the orderly flow of proceedings including, but not limited to, setting up courtroom, assuring presence of all necessary participants, managing exhibits, opening court, and issuing oaths. Creates record of proceedings using recording software, takes notes on proceedings and rulings, and prepares minute entries and electronically files the same.
- Maintains control of the cases and examines all papers filed in an action to the judicial officer for conformity with the rules of practice; calendars and regulates the movement of cases by fixing dates and times for hearings on motions, pre-trial hearings, trials and conferences.
- Prepares the calendar daily; confers with attorneys acting as liaison between the judicial officer and counsel; calls the court calendar; conducts arraignments of defendants in criminal cases; notes the appearance of counsel in matters before the Court.
- Impanels and administers oaths to jurors; acts as a liaison between the judge and the jury clerk for ordering and cancellation of juries; keeps required records on other jury matters; swears witnesses and interpreters. Marks, stores and returns exhibits.
- Composes substance of minute order to carry out expressed intentions of the judge; provides support for Criminal Duty, Post Indictment Arraignment (PIA), Civil Violations Bureau (CVB), and Electronic Court Recording Officer (ECRO) coverage; prepares judgments issued by Judge.
- Advises the financial section of fines and orders of restitution by the judge in all cases.
- Performs data quality control on attorney docketed entries of all documents and entries of all documents and proceedings on the docket; performs docket functions in Case Management/Electronic Court Filing (CM/ECF); checks ECF ready folders; and assists in ensuring all automated entries are appropriately linked for proper case management.

Records: Assists the records department with copy requests, various mail correspondence, archive files, scanning, special projects, and other items as assigned.

- Prepares documents prior to scanning, scan documents, ensure quality image of scanned documents, and verify documents have been docketed to the correct case and the image is attached with the proper restrictions.
- Monitors the criminal intake email in-box and attaches PDF images to the docket entry, process transfers of jurisdiction and release memorandums.
- Other duties as assigned.

QUALIFICATIONS

- Must be a high school graduate or equivalent.
- One year *specialized* experience equivalent to classification level (CL) 24 and CL 25.
- Possess excellent customer service and time management skills.
- Possess skill in paying attention to detail.
- Possess the ability to prioritize tasks and work assignments effectively and rapidly.

- Capability to learn a wide range of duties and tasks of several types of positions.
- The successful candidate must be a team player and exhibit the highest standards of excellence and integrity, and display always and to all persons, a courteous, professional and cooperative attitude.
- Ability to maintain confidentiality and work with a variety of individuals and agencies. Skill in administrative matters—scheduling, file maintenance, record keeping, and reporting.
- The successful candidate must be a U.S. citizen or a lawful permanent resident of the United States currently seeking citizenship or intending to become a citizen after meeting the eligibility requirements.

PREFERED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to handle multiple tasks simultaneously.
- Excellent verbal and written communication skills.
- Strong leadership and organization skills.
- Computer literacy in the following areas:

Software - Proficiency with Word, Excel, Power Point, Sharepoint, Adobe Acrobat, and Lotus Notes. Ability to organize and maintain electronic files in a web-based environment.

Hardware - Voice Over Internet Protocol (VoIP) phones, multifunction printers, telephonic recorders, and Electronic Visual Evidence Presenters.

- Preferred skills include experience with CM/ECF, the electronic case filing system used in federal courts; knowledge of courtroom or legal administrative procedures associated with litigation pending in the federal courts; and ability to adjust to irregular work hours as necessary to accommodate court schedules.
- Knowledge of the Federal Rules of Civil, Criminal, and Appellate Procedure is desired.

PHYSICAL JOB REQUIREMENTS

The physical demands of the job involves lifting boxes, shifting exhibits and court records that require a person to perform moderate to semi heavy physical activity; requires trouble shooting courtroom equipment; ability to stoop, bend, pull and push carts or portable luggage carriers to deliver voluminous documents to the judge's chambers weighing up to 40 pounds, with or without accommodation; ability to sit in court at a computer terminal during court hearings entering information into the databases, sitting from two to three hours at a time. Work is performed in an office setting or a courtroom on a daily basis overseeing the general clerical duties. Limited travel is required for training on an as needed basis.

BENEFITS

- United States District Court employees are entitled to federal benefits such as a defined benefit pension plan; a retirement savings plan including generous matching contributions; paid vacation and sick leave; eleven paid holidays per year; and choosing from an array of insurance plans including health, life, dental, vision, long term disability, and long term care.
- Bi-weekly pay is made by direct deposit.
- Commuter subsidies are available to employees who utilize transportation to and from work.
- Extensive on-line training options. Travel for in-person training and professional conferences is available, funds permitting.
- Federal court employees can pursue an on-line certificate and degree programs in judicial administration through Michigan State University, partially subsidized, funds permitting.

HOW TO APPLY:

For priority consideration, applications should be submitted by email to apply_CACD@cacd.uscourts.gov no later than January 6, 2017. Attached documents must be in PDF format and the email should reference the position title and Vacancy No. 17-09. Complete application packets must include the following:

- 1. a cover letter;**
- 2. a resume; and**
- 3. an application for Federal Branch Employment (visit the court's website at www.cacd.uscourts.gov to download the job application).**
- 4. Applicants must submit a narrative statement addressing each factor listed below or the application will be rejected. Each factor should be addressed separately and include a description of the demonstrated experience that is directly related to the duties, responsibilities, and supplemental factors for this position.**
 - a. Describe your progressive responsible clerical or administrative experience which demonstrates your knowledge of legal procedure and/or legal pleadings.**
 - b. Describe your abilities and work experiences to professionally represent the court verbally and in writing.**
 - c. Describe your work-related experience in managing multiple priorities and a high volume of work.**
 - d. What significant contributions have you made to your current or most recent employer in the past twelve months?**
 - e. What motivates you to go the extra mile in your job?**
 - f. What interests you the most about pursuing a career with the federal judiciary?**
 - g. Please describe your experience (if any) in working with both chambers and clerk's office staff.**

Due to the volume of applications received, the Court will communicate only with those individuals who will be tested and interviewed. Expenses associated with interviews or relocation will not be reimbursed. Applicants scheduled to interview should advise the Human Resources staff if any accommodation will be necessary to interview.

As a condition of employment, the successful candidate will be subject to an FBI background check. The United States District Court requires employees to adhere to a code of conduct which is available on the Court's web site at www.cacd.uscourts.gov.

The Court reserves the right to modify the conditions of this announcement, commence interviews immediately, withdraw the announcement, or fill the position at any time, any of which actions may occur without notice.

The Federal Judiciary is an Equal Employment Opportunity Employer