



TERRY NAFISI  
DISTRICT COURT EXECUTIVE  
AND CLERK OF COURT

WESTERN DIVISION  
312 N. SPRING ST. SUITE G-8  
LOS ANGELES, CA 90012

SOUTHERN DIVISION  
411 W. FOURTH ST. SUITE 1053  
SANTA ANA, CA 92701

EASTERN DIVISION  
3470 TWELFTH ST. SUITE 134  
RIVERSIDE, CA 92501

# CAREER OPPORTUNITY

## UNITED STATES DISTRICT COURT CENTRAL DISTRICT OF CALIFORNIA

<b>Position:</b>	Generalist Clerk
<b>Classification Level:</b>	CL 23
<b>Salary Range:</b>	\$34,912 - \$56,732
<b>Location:</b>	Los Angeles, California
<b>Opening Date:</b>	February 14, 2014
<b>Closing Date:</b>	February 21, 2014
<b>Number of Positions:</b>	One
<b>Vacancy Number:</b>	14-13

### POSITION OVERVIEW

The Court is recruiting for a well organized, detail-oriented individual who possesses exceptional interpersonal and customer service skills. This position reports to the Supervisor of Office Services.

### REPRESENTATIVE DUTIES

- Sorting and distributing incoming and outgoing mail, including mail being received by the Post Office, Fed Ex, UPS and other shipping companies.
- Inventorying and distributing office supplies when ordered by court employees.
- Driving cargo van to move mail from one building to another.
- Mailing scanned documents.
- Metering mail for the entire court.
- Performing project work as needed.
- Performs other duties as assigned.

### QUALIFICATIONS

- Applicant must have a high school diploma or equivalent.
- Two years of general office experience.
- Computers skills desirable, excel skills and skills in using inventory programs highly desirable.
- Must be able to drive a fork lift (training and certificate will be provided).
- Dependability and reliability is a must.
- Typing of 35 wpm.
- College degree is preferred.

### PHYSICAL REQUIREMENTS

- The selected candidate must be able to bend, pull, push and lift up to 40 pounds, reach, walk and/or stand for extended periods, with or without accommodation.

### OUR MISSION

Committed to providing support to the judges and equal access to the judicial process with fairness, impartiality, and personal integrity by providing service to all.

### OUR VISION

Leading the nation  
in service to justice.

*The United States District Court  
is an equal opportunity employer.*

**BENEFITS**

Federal benefits include paid vacation and sick leave; health, life, dental, vision, disability, and long term care insurance plans; retirement; matching and tax-deferred Thrift Savings Plan; paid holidays; and a flexible work schedule.

**INFORMATION FOR APPLICANTS**

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](http://www.cacd.uscourts.gov). As a condition of employment, the final candidate will be subject to an FBI fingerprint background check. The Financial Reform Act requires direct deposit of federal wages for court employees. Due to the volume of applications received, the court will only communicate with those individuals who will be tested or interviewed. Applicants scheduled to test or interview should advise the Human Resources staff if any accommodation will be necessary to test or interview. The United States District Court is a smoke-free environment. Applicants 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 requirement. Visit the court's web site at [www.cacd.uscourts.gov](http://www.cacd.uscourts.gov) to download the job application. Please submit completed application to:

United States District Court  
Human Resources Department  
312 North Spring Street, Room 535  
Los Angeles, California 90012  
Refer to: Vacancy No. 14-13