



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

Position: Criminal Justice Act Clerk
Classification Level: CL 24/01 to CL 25/61
Salary Range: \$38,655-\$69,403
Location: Los Angeles, California
Opening Date: February 26, 2014
Closing Date: March 12, 2014
Number of Positions: One
Vacancy Number: 14-15

POSITION OVERVIEW

The Court is recruiting for a well organized, detailed oriented individual who possesses skill and accuracy with numerical calculations, ability to accurately input data into the Criminal Justice Act National Payment System, and excellent time management skills. The incumbent processes, documents, and maintains records in compliance with the Criminal Justice Act of 1964, as amended, and the policies and procedures of the Court as they relate to voucher processing.

REPRESENTATIVE DUTIES

- Reviews court orders to create case notebooks;
- Maintains the flow of vouchers;
- Reviews vouchers for compliance with the CJA;
- Updates court databases for vouchers;
- Analyzes data in the process of preparing reports for the Court and Circuit;
- Checks court records and automated systems to verify and supply required information related to case budgets;
- Processes vouchers, travel requests and funding applications;
- Performs other duties as assigned.

QUALIFICATIONS

- High school graduate or the equivalent.
- Possess a minimum of two years of progressively responsible clerical, office or other work experience which has provided knowledge, skills and abilities to successfully perform the duties of this position.
- Exceptional organization and time management skills.
- Ability to manage multiple tasks simultaneously.
- Excellent verbal and written communication skills.
- Typing of 45 wpm.
- Proficient in the use of automated equipment including word processing, spreadsheet and database applications, and financial systems.
- College degree is preferred.

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. 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 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. 14-15