



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 24
<b>Salary Range:</b>	\$38,655 - \$62,841
<b>Location:</b>	Los Angeles, California
<b>Opening Date:</b>	January 29, 2014
<b>Closing Date:</b>	February 12, 2014
<b>Number of Positions:</b>	One
<b>Vacancy Number:</b>	14-11

### POSITION OVERVIEW

The Court is recruiting for a well organized, detail-oriented individual who possesses exceptional interpersonal and customer service skills, and enjoys working with the public. The Generalist Clerk performs a variety of civil, criminal, and pro se intake duties. This position reports to the Manager of Court Operations.

### REPRESENTATIVE DUTIES

- Receive and review incoming documents to determine conformity to appropriate rules, practices and/or court requirements.
- File documents meeting requirements.
- Assure assignment of case numbers and judges.
- Receive and process a variety of fees.
- Route documents to proper offices or persons.
- Verify an attorney's authority to practice before the court.
- Act as receptionist, furnishes information to a wide variety of people within and outside the court.
- Prepare 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.
- Respond to inquiries from judges; judicial staff; clerk's office staff; other agencies; prisoners; or the public. Communicate information orally and in written form.
- Perform other duties as assigned.

### QUALIFICATIONS

- Applicants must have a high school diploma or equivalent.
- Two years of general clerical or administrative work experience. Direct work experience related to the processing of legal documents such as might be found in a law office, a court in the judicial system, financial institution, real estate office, or insurance company is highly desirable.
- Ability to manage multiple tasks.
- Excellent verbal and written communication skills.

### 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.*

- Dependability, reliability and good organizational skills a must.
- Typing of 45 wpm preferred.
- College degree is preferred.

### **BENEFITS**

The District Court is within the Judicial Branch of the United States Government and its employees are entitled to federal employees benefits such as a pension plan, retirement saving plan with excellent matching, group health insurance, life insurance, dental, vision, long term disability, long term care programs, flexible spending accounts, generous paid time off, and 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. 14-11