



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:	Generalist Clerk
Classification Level:	CL 24
Salary Range:	\$38,655 - \$62,841
Location:	Los Angeles, California
Opening Date:	February 3, 2014
Closing Date:	February 14, 2014
Number of Positions:	One (Temporary)
Vacancy Number:	14-12

POSITION OVERVIEW

The United States District Court is recruiting for a well organized, detail-oriented individual who possesses excellent customer service and time management skills for the position of Generalist Clerk. The Generalist Clerk will work in the Court Reporter and Interpreter Services, and Jury/Naturalization Departments. The incumbent receives and processes new court reporter transcript requests and maintains the official events pertaining to the request on the docket, performs quality control on attorney docketed entries in the Case Management/Electronic Case Filing system (CM/ECF), prepares correspondence, answers telephone inquiries, and provides internal/external customer service. The incumbent will process paper copy and online questionnaires, escort jurors to courtrooms and perform other manual and automated clerical functions.

REPRESENTATIVE DUTIES

- Receive and process documents pertaining to all civil and criminal cases specific to transcript requests.
 - Keep well informed of the Federal Rules of Appellate Procedure for the Ninth Circuit, and process all records requested by the Ninth Circuit in an expedited manner.
 - Answer inquiries regarding jury service and all documents related to transcript requests.
 - Assist attorneys, litigants and court personnel with electronic case filings specific to transcript requests.
 - Monitor transcript deadlines and keep accurate records for managers' review.
 - Process incoming mail for both departments.
 - Check-in jurors and conduct juror orientation.
 - Assist Panel Controller with juror roll call.
 - Assist managers with special projects or other tasks, as needed and assigned.
- Perform other duties, as needed and assigned, including providing support to other Clerk's Office departments.

QUALIFICATIONS

- High School diploma or equivalent.
- Minimum two years work experience directly related to the processing of legal documents, whether in another court system, a law office, a financial institution, etc.

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.

- Excellent verbal and written communications skills.
- Excellent organization and time management skills.
- Excellent interpersonal skills.
- Excellent customer service skills.
- Thorough knowledge of essential software programs and operating systems: MS Office, Windows, Sharepoint, etc.
- Excellent knowledge and vast experience with Word, Excel, Power Point and Adobe Acrobat.
- Ability to quickly learn court-related software programs, to process court reporter scheduling, document requests, qualification questionnaires, etc.
- Ability to troubleshoot minor computer problems with IT department support, including issues with software programs, telecommunications equipment, etc.
- Ability to adapt quickly to changes and reassignments.
- Ability to handle multiple tasks simultaneously.
- Bilingual preferred.
- Work experience in the legal field preferred.
- Typing speed required: 45 wpm.
- College degree preferred.

PHYSICAL REQUIREMENTS

- Work is performed in an office setting. Some moving and lifting of heavy boxes and files will be required.

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. 14-12