



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 Relief Clerk
Classification Level:	CL 25/01 - CL 26/61
Salary Range:	\$42,699 - \$76,455
Location:	Santa Ana, California
Opening Date:	July 11, 2014
Closing Date:	July 18, 2014
Number of Positions:	One or more
Vacancy Number:	14-29 (Re-post)

POSITION OVERVIEW

The Court is recruiting for a well organized, detail oriented individual who likes the challenge of variety. The selected incumbent will provide a variety of relief functions for the Santa Ana Division. This position reports to the Supervisor of Judicial Services (SJS) and the Supervisor of Case Processing and Administration (SCPA). An eligibility list of qualified candidates will be developed from this recruitment to fill future vacancies. **Applicants who previously applied for the Generalist Relief Clerk position, vacancy announcement 14-29, closing date May 18, 2014, do not need to re-apply.**

REPRESENTATIVE DUTIES

- Perform relief functions for courtroom deputy clerks, records and procurement clerks, jury clerks, electronic court recorder operators, and perform the work of generalist clerks, which includes intake, quality control, and docketing for both civil and criminal cases.
- Responsible for handling low numbers.
- Provide daily input to the Deputy-in-Charge and/or the SJS and SCPA regarding areas in need of relief assistance.
- Perform other duties as assigned.

QUALIFICATIONS

- Applicants must have a high school diploma or equivalent.
- Two years of specialized experience. Specialized is progressively responsible clerical or administrative work including the use of legal terminology, and the application of a body of rules, regulations, directives or laws. Such experience is most often found in law firms, office of legal counsel, state and federal courts, real estate and insurance companies.
- Ability to handle multiple tasks simultaneously.
- Excellent verbal and written communication skills.
- Excellent time management skills.
- Skill in the use of computers.

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.*

- Type 45 wpm.
- Dependability, reliability and good organizational skills.
- College degree is preferred.

PHYSICAL REQUIREMENTS

The selected candidate must be able to bend, pull, push and lift up to 40 pounds, stoop, reach, walk and/or stand for extended periods, with or without accommodation. Must be able to sit while working at computer for prolonged periods of time.

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 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. Applicants can download an application from the court's web site at www.cacd.uscourts.gov. Please submit the completed application to:

United States District Court
Human Resources Department
312 North Spring Street, Room 535
Los Angeles, California 90012
Refer to: Vacancy No. 14-29