



UNITED STATES DISTRICT COURT Central District of California

Position: Generalist Clerk
Classification Level: CL 25/26
Salary Range: \$48,307 - \$86,503
Location: Santa Ana, California
Opening Date: October 6, 2020
Closing Date: Until filled (Applications received by October 20, 2020, will be given priority consideration)
Tour of Duty: Full-Time
Number of Positions: One
Vacancy Number: 20-27 (Repost)

POSITION OVERVIEW

The United States District Court and the Probation and Pretrial Services Office for the Central District of California is recruiting for a well-organized, detail-oriented individual who embraces the challenge of variety in his or her work. The position involves providing relief assistance for district and magistrate judge courtroom deputies, office services including, civil intake, criminal intake, quality control, case reassignments, docketing, records, procurement, mail, cashier and jury duties. The individual hired for this position must have excellent customer service skills, be organized, detail-oriented, and highly motivated. This fast-paced and challenging position requires the individual to present a professional demeanor at all times.

REPRESENTATIVE RESPONSIBILITIES

The Generalist Clerk is responsible for the following:

Courtroom Duties: Performs relief courtroom duties for courtroom deputies for District Judges, Magistrate Judges and Visiting Judges. Coverage may be assigned for more than one judge.

- Attends court sessions, hearings, and conferences when needed or assigned. Assists with the orderly flow of proceedings including, but not limited to, setting up courtrooms, assuring presence of all necessary participants, managing exhibits, opening court, and issuing oaths. Creates record of proceedings using recording software, takes notes on proceedings and rulings, and prepares minute entries and electronically files the same.
- Maintains control of the cases and examines all papers filed in an action to the judicial officer for conformity with the rules of practice; calendars and regulates the movement of cases by fixing dates and times for hearings on motions, pre-trial hearings, trials and conferences.
- Prepares the calendar daily; confers with attorneys acting as liaison between the judicial officer and counsel; calls the court calendar; conducts arraignments of defendants in criminal cases; notes the appearance of counsel in matters before the Court.

- Impanels and administers oaths to jurors; acts as a liaison between the judge and the jury clerk for ordering and cancellation of juries; keeps required records on other jury matters; swears witnesses and interpreters. Marks, stores and returns exhibits.
- Composes substance of minute orders to carry out expressed intentions of the judge; provide support for magistrate judge and district judge courtroom deputies, drafts judgments, verdict forms, and orders for judicial approval.
- Advises the financial section of fines and orders of restitution by the judge in all cases.
- Performs data quality control on attorney docketed entries of all documents and entries of all documents and proceedings on the docket; performs docket functions in the Case Management/Electronic Case Filing (CM/ECF) system; checks ECF ready folders; and assists in ensuring all automated entries are appropriately linked for proper case management.
- Assists in the accurate statistical reporting requirements of the Administrative Office.

Intake: Receives and reviews incoming documents to determine conformity with appropriate rules, practice, and/or court requirements. Assigns case numbers and judges to new actions. Acts as receptionist; furnishes information to a wide variety of people within and outside the court. Routes documents to proper offices or persons.

Docketing: Makes summary entries of all documents and proceedings on the docket ensuring that all automated entries are appropriately linked for case management. Reviews and performs quality control of the daily docket activity report. Responsible for processing proposed related and identical case orders and docketing when orders are signed.

Customer Service: Answers help desk calls, as well as questions in person, relating to filings and other matters.

Events: Assists with the coordination, conduction, set-up and breakdown of court events.

Finance: Receives and processes funds for new cases, appeals, copy fees, criminal penalties, and performs end of day cash out procedures.

Jury: Conducts petit juror orientation and checks jurors in electronically on the Court's Jury Management System (JMS). Prepares and sends jury panels for trial. Assists jurors with parking and employment attendance certificates, provides refreshments, etc. Maintains Jury Assembly Room. Assists with the annual grand jury impanelment.

Records: Assists the records department with copy requests, various mail correspondence, archive files, scanning documents, and other duties as assigned.

- Retrieve and copy files for the public, court personnel, attorneys and others. Certify court documents. Prepare and ship records to the appropriate Federal Records Center. Maintain accurate records for the retention and disposition of court files.
- Prepares 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 with the proper restrictions.

- Monitors the criminal intake email in-box and attaches PDF images to the docket entry, processes transfers of jurisdiction and release memorandums.

QUALIFICATIONS

- Candidates must be a high school graduate or equivalent.
- One year of *specialized* experience equivalent to classification level (CL) 24 or CL 25.
- Possess excellent customer service and time management skills.
- Possess skill in paying attention to detail.
- Possess the ability to prioritize tasks and work assignments effectively and rapidly.
- Capability to learn a wide range of duties and tasks of several types of positions.
- The successful candidate must be a team player and exhibit the highest standards of excellence and integrity, and display always and to all persons, a courteous, professional and cooperative attitude.
- Ability to maintain confidentiality and work with a variety of individuals and agencies.
- 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 requirements.

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to handle multiple tasks simultaneously.
- Excellent verbal and written communication skills.
- Strong leadership and organization skills.
- Ability to adjust to irregular work hours as necessary to accommodate court schedules.
- Knowledge of the Federal Rules of Civil, Criminal, and Appellate Procedures and federal and local rules is desired.
- Computer literacy in the following areas:

Software - Proficiency with Word, Excel, Power Point, SharePoint, Adobe Acrobat, and Outlook. Ability to organize and maintain electronic files in a web-based environment.

Hardware - Voice Over Internet Protocol (VoIP) phones, multifunction printers, telephonic recorders, and Electronic Visual Evidence Presenters. Experience with CM/ECF, the electronic case filing system used in federal courts; knowledge of courtroom or legal administrative procedures associated with litigation pending in the federal courts.

PHYSICAL JOB REQUIREMENTS

The physical demands of the job involves lifting boxes, shifting exhibits and court records that require a person to perform moderate to semi heavy physical activity; requires trouble shooting courtroom equipment; ability to stoop, bend, pull and push carts or portable luggage carriers to deliver voluminous documents to the judge's chambers weighing up to 40 pounds, with or without accommodation; ability to sit in court at a computer terminal during court hearings entering information into the databases, sitting from two to three hours at a time. Work is performed in an office setting or a courtroom on a daily basis overseeing the general clerical duties. Limited travel is required for training on an as needed basis.

BENEFITS

- United States District Court and the Probation and Pretrial Services Office employees are entitled to federal benefits such as a defined benefit pension plan; a retirement savings plan including generous matching contributions; paid vacation and sick leave; eleven paid holidays per year; and

choosing from an array of insurance plans including health, life, dental, vision, long term disability, and long-term care.

- Bi-weekly pay is made by direct deposit.
- Commuter subsidies are available to employees who utilize transportation to and from work.
- Extensive on-line training options. Travel for in-person training and professional conferences is available, funds permitting.

HOW TO APPLY:

For priority consideration, applications should be submitted by email to apply_CACD@cacd.uscourts.gov. Attached documents must be in PDF format and the email should reference the position title and Vacancy No. 20-27 (Repost). Complete application packets must include the following:

1. a cover letter;
2. a resume; and
3. an application for Federal Branch Employment (visit the court's website at www.cacd.uscourts.gov to download the job application).
4. **Applicants must submit a narrative statement addressing each factor listed below or the application will be rejected.** Each factor should be addressed separately and include a description of the demonstrated experience that is directly related to the duties, responsibilities, and supplemental factors for this position.
 - a. Describe your progressive responsible clerical or administrative experience which demonstrates your knowledge of legal procedure and/or legal pleadings.
 - b. Describe your abilities and work experiences to professionally represent the court verbally and in writing.
 - c. Describe your work-related experience in managing multiple priorities and a high volume of work.
 - d. What significant contributions have you made to your current or most recent employer in the past twelve months?

Applicants scheduled to interview should advise the Human Resources staff if any accommodation will be necessary to interview.

As a condition of employment, the successful candidate will be subject to an FBI background check. The United States District Court requires employees to adhere to a code of conduct which is available on the Court's web site at <http://www.cacd.uscourts.gov>.

The Court reserves the right to modify the conditions of this announcement, commence interviews immediately, withdraw the announcement, or fill the position at any time, any of which actions may occur without notice.

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