



## UNITED STATES DISTRICT COURT Central District of California

<b>Position:</b>	Generalist Clerk - Intake
<b>Classification Level:</b>	CL 24
<b>Salary Range:</b>	\$47,898 - \$77,844
<b>Location:</b>	Los Angeles, California
<b>Opening Date:</b>	November 17, 2023
<b>Closing Date:</b>	Open until filled, preference given to applications received by December 1, 2023
<b>Number of Positions:</b>	One
<b>Vacancy Number:</b>	24-07

### **POSITION OVERVIEW:**

The United States District Court and the Probation and Pretrial Services Office is recruiting for a well-organized, detail-oriented individual who possesses exceptional interpersonal and customer service skills and enjoys working with the public. This position reports to the Case Processing Supervisor.

### **REPRESENTATIVE RESPONSIBILITIES:**

- Receives and reviews incoming documents to determine conformity to appropriate rules, practices and/or court requirements.
- Files documents meeting requirements.
- Calendars criminal matters on the criminal duty calendar and procures deputy federal public defenders and CJA attorneys for appointment by the duty magistrate judge.
- Performs quality control on criminal documents.
- Prepares bonds for approval by verifying that all bond conditions set have been satisfied.
- Routes documents to proper offices or persons.
- Receives, reviews and processes case related mail.
- Performs assignment of case numbers and judges.
- Performs cashier duties.
- Acts as receptionist and furnishes information to a wide variety of people within and outside the court.
- Scans documents, maintains quality control of scanned documents, and verifies that documents have been docketed to the correct case.
- Assists the public with case information, archive information and the use of public terminals.
- Requests case files and documents from archive facilities.
- Retrieves case files for the public, court staff, 9<sup>th</sup> Circuit Court of Appeals and federal agencies.
- Tracks case files, sealed documents, special handling documents, and transcripts in the Records Management System.
- Organizes and processes case files returned by the 9<sup>th</sup> Circuit Court of Appeals.
- Processes archive returns, including preparing archive return pallets; boxing files; updating spreadsheets; scheduling pick-ups and coordinating parking; transporting pallets to loading dock.

- Reviews, performs research and responds to inquiries and request from judges; judicial staff; clerk's office staff; other agencies; prisoners; or the public in written or oral format.
- Prepares exemplifications, certified and non-certified copies, apostilles and certificates of search.
- Performs docketing.
- Updates the Records Management System (RMS).
- Prepares court-generated documents for mailing.
- Reviews print logs of court-generated documents for mailing; notifies appropriate parties of any discrepancies or errors and resolves accordingly.
- Verifies printed court-generated document packages for completeness and enters verifications onto print logs.
- Maintains and returns deeds of trust.
- Creates and maintains spread sheets using Excel.
- Performs other duties as assigned.

### **QUALIFICATIONS:**

- Applicant must have a high school diploma or equivalent and one year of specialized experience equivalent to work at a CL 23.

### **PREFERENCES:**

- Two years of general clerical or administrative work experience. Direct work experience (specialized experience) related to the processing of legal documents such as in a law office, a court in judicial system or financial institution is highly desirable.
- Ability to manage multiple tasks.
- Excellent verbal and written communication skills.
- Dependability, reliability and good organization skills a must.
- Typing 45 wpm preferred.
- College degree preferred.

### **PHYSICAL JOB REQUIREMENTS:**

The position requires lifting and moving moderately heavy items. The selected candidate must be able to bend, pull, push and lift up to 40 pounds, stoop, reach, walk and/or stand for extended period, with or without accommodation.

### **BENEFITS:**

Federal employees are entitled to federal benefits such as health, dental, vision, life insurance, long-term disability insurance, long-term care insurance and flexible spending accounts. Participation in a defined benefit plan the Federal Employees Retirement System-Further Revised Annuity Employee (FERS-FRAE), and up to 5% matching contributions on retirement savings through the Thrift Savings Plan (401k equivalent). Generous accrual of paid time vacation and sick leave and 11 paid holidays per year. Commuter subsidies for public transportation to and from work. Extensive online training options and in-person training and professional conferences, funds permitting.

## **INFORMATION FOR APPLICANTS:**

Must be a U.S. citizen or a lawful permanent resident with authorization to work in the United States who is currently seeking U.S. citizenship or intending to become a U.S. citizen immediately after meeting the eligibility requirements. As a condition of employment, the successful candidate is required to undergo an FBI background check. The Federal Financial Reform Act requires direct deposit of federal wages for employees. The United States District Court and the Probation and Pretrial Services Office requires employees to adhere to the Code of Conduct for Federal Judicial Employees, which is available on the Court's website: [www.cacd.uscourts.gov](http://www.cacd.uscourts.gov).

## **HOW TO APPLY:**

Applications should be submitted to [apply\\_CACD@acd.uscourts.gov](mailto:apply_CACD@acd.uscourts.gov). Documents must be in Microsoft Word or PDF format, and the email should reference the vacancy number. Complete applications must include the following:

1. Cover Letter – Address how your background, skills, and experience meet the qualifications listed
2. Resume – Include key career accomplishments
3. An application for Federal Judicial Branch Employment (AO78) (please visit the Court's website at <http://www.cacd.uscourts.gov/employment> to download the AO78 application form).

Due to the volume of applications received, the Court will only communicate with those individuals who will be interviewed. Applicants scheduled to interview should advise the Human Resources staff if any accommodation will be necessary to interview. Unfortunately, the Court is unable to reimburse applicants for any travel or parking costs.

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.

*The Federal Judiciary is an Equal Employment Opportunity Employer.*