



UNITED STATES DISTRICT COURT Central District of California

Position: Deputy-in-Charge (Riv)
Classification Level: CL 30
Salary Range: \$116,128 - \$188,757
(Total compensation w/ employer paid benefits approx. range: \$150,966 to \$245,384)
Location: Santa Ana, California
Opening Date: August 11, 2025
Closing Date: Open Until Filled (Preference given to applications received by August 25, 2025)
Number of Position(s): One
Vacancy Number: 25-47

The United States District Court and the Probation and Pretrial Services Office for the Central District of California is the nation's largest federal trial court, serving seven counties and a population of approximately 19.4 million people, approximately 50 percent of the entire population of the State of California. The Court is the site of many high-profile trials. The district has three divisional offices located in Los Angeles, Santa Ana, and Riverside, 28 authorized District Judges, 12 Senior Judges and 24 Magistrate Judges. The Eastern Division serves Riverside and San Bernardino Counties with a Clerk's Office staff of fourteen (14) that provide support to three (3) district judges and three (3) magistrate judges. The position is open to all eligible candidates and is available beginning on December 15, 2025.

POSITION OVERVIEW

The Deputy-in-Charge is a member of the management team reporting directly to the Chief Deputy of Operations. The incumbent performs a full-range of high level functional and supervisory duties. The Deputy-in-Charge is administratively and technically responsible for all work accomplished by overseeing the employees in a divisional office. As part of the management team, the Deputy-in-Charge works closely with the senior management team to develop short and long-range improvement plans for the court, including the development, implementation, and refinement of the office policies, procedures, and programs. This is a Non-Executive High-Sensitive position within the federal judiciary.

REPRESENTATIVE DUTIES

- Work with management staff to develop short and long range objectives and goals including, but not limited to, development, implementation, and refinement of office policies, procedures and programs. Serve in an advisory capacity to the Clerk of Court and Chief Deputy Clerks concerning policy matters affecting office operations and informs the Clerk of Court and Chief Deputy Clerks of the status of current operations and the effectiveness of present office practices, suggesting improvements where necessary (related to both operational and administrative issues).
- Coordinate all aspects of divisional office functioning including recruiting and recommending to the Chief Deputy of Operations candidates for vacant positions, identifying training needs and implementing training plans, establishing performance standards, recommending employee promotions and step increases to the Chief Deputy of Operations, and exercising direct supervision over the supervisor(s) assigned to the division. Oversee the receipt, handling, preparation, maintenance, storage and control of all official and quasi-official records and material received in, created by, or processed through the division. Oversee the general working conditions of the office, including the use of equipment, furniture, and physical layout of the office.
- Manage the financial aspects of the office, including collection of and accounting for all fees. Develop divisional office goals and objectives, including the establishment and adjustment of long range schedules, priorities and

deadlines for completion of work assignments. Oversees the grand jury and petit jury orientation and delivery to courtrooms. Oversees case assignment adjustments, distribution of magistrate judge duty roster, and creation and distribution of district judge civil and criminal duty rosters. Oversees, assigns and explains work requirements to subordinate levels of staff for new or changed programs, functions and processes. Responsible for quality control in the areas of intake, records, scanning, fiscal and courtroom deputy clerks.

- Act as liaison with judges to resolve a variety of concerns. Coordinates, conducts and/or assists with outreach functions and programs, attorney admission ceremonies, court held ceremonies with the assistance of the special programs coordinator, building tours for judges, the bar, schools, federal agencies, and various organizations. Act as liaison with district court department managers (all USDC departments), U.S. Attorney's Office, Federal Public Defender's Office, U.S. Marshal Service, U.S. Bankruptcy Court, U.S. Probation and Pretrial Services Office, General Services Administration, and a variety of other federal and non-federal agencies having business with the court.
- Serves as a volunteer floor warden; coordinate scheduled FBA Board and Facility Security Committee meetings; represents the Division in public speaking engagements; and other senior supervisory tasks as needed.
- Problem solves issues and provides assistance as needed in the areas of fiscal, jury, space and facilities, civil and criminal intake/docketing, Central Violations Bureau matters, records management, interpreters, court reporters, information technology systems and management of courtroom deputy clerks.
- Serve as the main point of contact for external audits involving vaults, fiscal tasks, mail meters, exhibits, etc., and ensure the divisional office is in compliance with the court's obligations in these areas. Responsible for the annual changes to the vault combinations.
- Provide oversight of the calendar and schedule use of available rooms and equipment such as: ADR Suite; attorney lounge, judges conference room, and visiting judge's chambers and courtroom
- Assist in preparing weekly schedule of duties assigned to staff, approve time sheets and other leave related matters, and assist with the preparation and delivery of employee performance evaluations.
- The Deputy-in-Charge prepares correspondence, memoranda, reports, and other written communications.
- Monitor, manage and boost staff morale.

QUALIFICATIONS

To qualify for this position, the applicant must possess:

- Minimum five (5) years of progressively responsible professional, supervisory or managerial experience, preferably in a court environment, that provided an opportunity to gain: 1) skill in dealing with others in person-to-person work relationships; 2) the ability to exercise mature judgment; and 3) a thorough knowledge of the basic concepts, principles, and theories of management and the ability to apply the managerial policies in the court environment;
- Strong supervisory experience, leadership and management qualities, and excellent verbal and written communication skills is required;
- Vision, integrity, and a desire to achieve and maintain a high degree of professional excellence;
- Keen skills in managing a diverse staff, possess the ability to influence by negotiation, have the ability to work effectively with a wide variety of people, and organize, oversee and complete projects; and

- Possess exceptional interpersonal and customer service skills.

Preferred, but not required skills and experience include:

- Federal court experience;
- Proficiency in Microsoft Word, Excel and PowerPoint;
- Completion of a bachelor's degree is highly preferred; a degree in business, criminal justice, management science, political science, public administration or a related field.

BENEFITS

In addition to salary, the federal government's benefits equate to no less than 33% of an employee's total compensation (see Total Compensation sample below). 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. Paid parental leave after meeting eligibility requirements. Eligible for the Public Student Loan Forgiveness (PSLF) program on eligible student loans. Commuter subsidies for public transportation to and from work. Extensive online training options and in-person training and professional conferences, funds permitting.

Employer Provided Benefits - Total Compensation Approximation Sample (For Illustration Purposes Only)	
Sample Annual Salary	\$ 60,000.00
Retirement Benefits	\$ 17,760.00
Health/Life Insurance & Commuter Reimbursement	\$ 15,494.00
Paid Time-Off (Holidays & Accrued Leave)	\$ 8,538.00
Total Compensation	\$101,792.00

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.

HOW TO APPLY

Applications should be submitted to apply_CACD@cacd.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. Narrative Statement as outlined below; and
4. 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).

NARRATIVE STATEMENTS

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.

1. What significant contribution have you made to your current or most recent employer in the past 12 months?
2. What motivates you to go the extra mile in your job?
3. Describe your ability and work experience to professionally represent the court verbally and in writing.
4. Describe your progressively responsible clerical or administrative experience which provided knowledge of legal procedures.
5. Describe your work-related or life experience in managing multiple priorities and a high volume of work.
6. Describe your work-related or life experience in managing diverse groups of employees.

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.