



UNITED STATES DISTRICT COURT Central District of California

Position:	Courtroom Deputy/Case Administrator
Classification Level:	CL 25/26
Salary Range:	\$57,545 - \$103,018 (Total compensation w/employer paid benefits approximate range: \$74,808 - \$133,923)
Location:	Los Angeles, CA
Opening Date:	January 14, 2026
Closing Date:	January 28, 2026
Tour of Duty:	Full-Time
Number of Positions:	One or more
Vacancy Number:	26-11

POSITION OVERVIEW:

The United States District Court and the Probation and Pretrial Services Office is recruiting for one Courtroom Deputy/Case Administrator position in the Western Division. The Courtroom Deputy/Case Administrator reports directly to the CRD Supervisor for Magistrate Judges. The Courtroom Deputy/Case Administrator has primary responsibility for the performance of courtroom functions as a substitute courtroom deputy for magistrate judges and for maintaining and processing case information and managing the progression of cases from opening to final disposition. Occasional travel to divisional offices as assigned.

REPRESENTATIVE RESPONSIBILITIES:

Responsibilities include, but are not limited to:

- Attends court proceedings. Assists with the orderly flow of proceedings that include, but is not limited to, setting up the courtroom, conducting and troubleshooting court hearings by video and telephone, using platforms such as Zoom, Microsoft Teams, CourtSmart and other telephonic technology, assuring presence of all necessary participants, managing exhibits, assisting with jury selection, calling court to order, administering oaths, swearing witnesses, arranging for interpreters, operating courtroom technology.
- Creates record of proceedings using recording software, takes notes of proceedings and rulings, and prepares minute entries. Drafts judgments, verdict forms, and orders for judicial approval.
- Attends grand jury empanelments. Maintains record of juror excusals.
- Informs jury department of upcoming trials, need for jurors, special requests, etc. Maintains records of jury selection and attendance.
- Assisting in managing cases by calendaring, monitoring filing of pertinent documents and timely response to judicial orders, setting dates and times for hearings, trials and conferences, setting and tracking deadlines, examining all papers filed in an action assigned to the judge to determine whether they conform to the rules of practice.
- Keeps judge and chambers staff informed of case progress. Answers procedural questions and acts as a source of information to attorneys and pro se litigants.
- Acts as a liaison between the judge and other Clerk's Office staff, Probation and Pretrial Services, the bar, the United States Marshal Service, the United States Attorney's Office, the Federal Public Defender's Office, other government agencies, and pro se litigants to ensure that cases proceed smoothly and efficiently.

- Performs backup duties for magistrate judges' courtroom deputies, post indictment arraignment clerk, and central violations bureau clerk, as required.
- Review cases or reports for necessary action. Assist in the accurate statistical reporting requirements of the Administrative Office.
- Receives and reviews incoming documents to determine conformity with appropriate rules, practices and court requirements.
- Makes summary entries of documents and proceedings on the docket. Prepares and transmits to appropriate parties such items as: notices, judgments and orders.
- Reviews the quality of electronic filings made by outside users, ensuring that entries are appropriately and accurately docketed, and take other appropriate corrective action as needed.
- Performs other duties as assigned.

SKILLS/QUALIFICATIONS:

- Candidates must be a high school graduate or equivalent.
- To qualify at a CL-25, candidates must possess at least one year of specialized experience equivalent to work at CL-24.
- To qualify at a CL-26, a courtroom deputy case administrator must be permanently assigned to a Magistrate Judge and have at least one year of specialized experience at the CL-25 level.

Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software or equipment for word processing, data entry or report generation. Such experience is commonly gained in clerical and administrative support positions found in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

The successful candidate must possess:

- A broad knowledge and understanding of policies and procedures of the Court, and of the federal and local rules.
- Excellent oral and written communication skills.
- Excellent interpersonal and customer service skills.
- Ability to interact with a wide variety of people tactfully and courteously.
- Ability to work effectively as part of a team, providing assistance to co-workers and demonstrating a willingness to complete a wide variety of tasks as needed.
- Ability to multitask under strict deadlines.
- Strong organizational skills and the ability to prioritize work.
- Ability to consistently demonstrate sound ethics and judgment.
- Attentiveness to detail.
- Knowledge of and skill in the use of applicable automated systems.
- A professional appearance, demeanor and conduct appropriate for a court environment.

Preferred Qualifications:

- A college degree or paralegal certificate is preferred.

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

PHYSICAL REQUIREMENTS:

Work is primarily performed in an office setting. Occasional travel to other divisional offices may be required. Some lifting of boxes, moving of exhibits and court records is required. The position requires the ability to sit in court during court proceedings for prolonged periods of two to three hours at a time.

INFORMATION FOR APPLICANT:

- As a condition of employment, the successful candidate is required to undergo an FBI background check.
- The successful candidate must be a U.S. citizen or a lawful permanent resident of the United States currently seeking citizenship or intending to become a citizen immediately after meeting the eligibility requirements.
- This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay.
- Expenses associated with interviews or relocation will not be reimbursed.
- The United States District Court and the Probation and Pretrial Services Office requires employee 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 electronically 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. 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 provided a knowledge of legal procedure and/or legal pleadings. Include length of time and average number of hours per day performing these functions.**
- b. Describe your ability and work experience to professionally represent the court verbally and in writing.**
- c. Describe your work-related experience in managing multiple priorities and high-volume work.**

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