



## UNITED STATES DISTRICT COURT Central District of California

**Position:** Generalist Clerk (Mail Clerk)  
**Classification Level:** CL 22  
**Salary Range:** \$37,992 - \$61,738 (Total compensation w/ employer paid benefits approximate range: \$49,389 – \$80,259)  
**Location:** Los Angeles, California  
**Opening Date:** February 17, 2026  
**Closing Date:** Open Until Filled (preference given to applications received by March 6, 2026)  
**Number of Position(s):** One  
**Vacancy Number:** 26-24

### **POSITION OVERVIEW**

The United States District Court and the Probation and Pretrial Services Office for the Central District of California is seeking a well-organized, detail-oriented individual who possess exceptional interpersonal and customer service skills. This position reports to the Office Services Team Lead, within the Financial Services Department.

### **REPRESENTATIVE RESPONSIBILITIES**

Responsibilities include, but are not limited to:

- Sorting and distributing incoming and outgoing mail, including mail being received by the Post Office, Fed Ex, UPS, and other shipping companies.
- Distributing office supplies when ordered by court employees.
- Mailing scanned documents.
- Metering mail for the entire court.
- Provide customer service by phone and email.
- Performing project work as needed.
- Performs other duties as assigned.

### **QUALIFICATIONS**

- Applicant must have a high school diploma or equivalent.
- Minimum of one year of general office experience.
- Dependability and reliability is a must.
- Proficiency in Keyboard and Computer skills.
- Effectively communicate both orally and in writing.

### **PREFERENCES**

- Familiar with Excel.
- Experience in using inventory programs highly desirable.
- Minimum six months or more experience in at least one of the following areas:
  - Shipping and receiving
  - Mail sorting / distribution
  - Order processing and distribution
  - Stocking and inventory.

**PHYSICAL REQUIREMENTS**

The successful candidate must be able to bend, pull, push, and lift a minimum of 40 pounds, reach, walk, stand and/or sit for extended periods, with or without accommodation.

**BENEFITS**

In addition to salary, the federal government’s benefits equate to approximately 38% 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.

<b>Employer Provided Benefits - Total Compensation Sample (For Illustration Purposes Only)</b>		
<b>Sample Annual Salary</b>	\$ 60,000.00	\$100,000.00
<b>Retirement Benefits</b>	\$ 17,760.00	\$ 29,600.00
<b>Health/Life Insurance &amp; Commuter Reimbursement</b>	\$ 15,494.00	\$ 15,814.00
<b>Paid Time-Off (Holidays &amp; Accrued Leave)</b>	\$ 8,538.00	\$ 14,230.00
<b>Total Compensation</b>	<b>\$101,792.00</b>	<b>\$159,644.00</b>

**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@cacd.uscourts.gov](mailto: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. 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).
4. Copies of required professional certificates.

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*