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CAND MISSION

The mission of the Clerk's Office of the United States District Court for the Northern District of California is to support, defend and preserve the Constitution of the United States by:

- Serving and supporting the court
- Providing access to the court
- Maintaining the records of the court
- Providing information about the court
- Performing our mission with a commitment to excellence

*The United States District Court is
an Equal Focused Employer*

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF CALIFORNIA

Position: Courtroom Deputy Clerk to U.S. Magistrate Judge Susan van Keulen

Classification Level: CL 26/CL 27

Salary Range CL 26: \$67,306 - \$109,364 or CL 27: \$73,924 - \$120,196 (Depending upon Experience and Qualifications)

Location: San Jose, CA

Opening Date: March 17, 2025

Closing Date: Open Until Filled

(Priority consideration to applicants who apply by March 28, 2025)

POSITION OVERVIEW

The courtroom deputy clerk provides administrative support in and out of the courtroom. This position calls for accuracy, diplomacy, and sensitivity in dealing with judges, attorneys, members of government agencies, and the general public. Successful courtroom deputy clerks work with meticulous attention to detail, create systems to organize and prioritize tasks, and communicate with calm confidence. Periodically, other duties may be assigned.

Primary duties: Courtroom deputy clerks are responsible for managing judges' cases by:

- Scheduling hearings, trials, and conferences, and coordinating presence in courtroom of parties, attorneys, jurors, other court staff, and members of other court-related agencies;
- Attending court and managing the orderly flow of court proceedings by setting up the courtroom, assuring presence of necessary participants, administer oaths, and managing exhibits;
- Creating documents to record pertinent results of courtroom proceedings by taking notes of proceedings and rulings to produce minute entries;
- Docketing court orders in the electronic docketing system and monitoring the filing of documents to ensure timely filing by parties;
- Responding to inquiries from attorneys, self-represented litigants, agencies, and the public, and acting as liaison between these individuals and the judge;
- Informing judge and staff of case progress;
- Other duties as assigned.

QUALIFICATIONS

Minimum Qualifications

The successful applicant must have:

- For CL-26 one-year specialized experience, including at least one year at or equivalent to work at CL-25.
- For CL-27 two years specialized experience, including at least one year of specialized experience at or equivalent to CL-26.

For placement at salary levels above minimum up to and including step 25, (considering court- preferred skills and an evaluation of quality of experience), at least two years specialized experience at or equivalent to work at CL-26.

Specialized Experience is progressively responsible clerical experience involving the routine use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. Such experience is commonly encountered 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

personnel/payroll operations.

Desirable Qualifications

- Interest in public service.
- Prior courtroom experience
 - in state or federal court,
 - in both civil and criminal proceedings,
 - from pretrial to verdict in civil or criminal proceedings,
 - with trial support and technology experience.
- Experience using automated systems for filing documents and extracting relevant information.
- A bachelor's degree.

COMPENSATION AND BENEFITS

Compensation will be set based on experience and qualifications pursuant to the policies and guidelines set forth in the Court Personnel System (CPS). Employees qualify for retirement plans, federal employee's group health insurance, life insurance, dental/vision insurances, and flexible benefits. For more information about federal court benefits, please visit:

www.uscourts.gov/careers/benefits.

INFORMATION FOR APPLICANTS

The successful candidate for this position is subject to a FBI fingerprint check and background investigation (employment will be provisional and contingent upon the satisfactory completion of the required background investigation), must adhere to a [code of conduct](#), and is subject to mandatory direct deposit of federal wages. The court is not authorized to reimburse travel expenses for interviews or relocations. A salary verification is required for all candidates in the final stage of the recruitment process. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement without prior written or other notice.

Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals qualifying under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship. Contact Human Resources at 415-522-2147 for more information.

Equal Focused Employer

We value diversity and are committed to equity and inclusion in our workplace. The Court encourages applications from all qualified individuals and seeks a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, and socio-economic circumstance.

The court provides reasonable accommodation to applicants with disabilities. Notify Human Resources at 415-522-2147 to request a reasonable accommodation for any part of the application or hiring process. Human Resources will determine requests on a case-by-case basis.

APPLICATION PROCEDURE

To apply, complete the online application at www.governmentjobs.com/careers/uscourtsand and upload a resume and cover letter in Word or PDF format where requested.