UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF CALIFORNIA

DATE: May 1, 2014
POSITION TITLE: Relief Courtroom Deputy
LOCATION: San Francisco, California
CLASS LEVEL: CL-27
SALARY: $54,890 - $89,272, DOE
CLOSING DATE: Priority cut-off 5/09/2014; Open Until Filled

THE UNITED STATES COURT IS AN EQUAL OPPORTUNITY EMPLOYER, AND ENCOURAGES QUALIFIED MINORITY APPLICANTS TO APPLY

The Northern District of California covers 15 counties along California's northern coast, from San Benito in the south to Del Norte County in the north, with courthouses in San Francisco, Oakland, San Jose and Eureka. The Clerk's Office serves 23 active and senior district judges and 11 full-time magistrate judges. The Clerk's Office consists of approximately 140 employees.

DUTIES AND RESPONSIBILITIES: The relief courtroom deputy provides support for district judges, senior judges, magistrate judges, and the Clerk's Office Operations Department in the Court's San Francisco division. This relief courtroom deputy manages the caseload, calendar and courtroom of a judicial officer when a courtroom deputy has a long or short term absence and therefore must be able to step into the shoes of a judge's assigned courtroom deputy and follow the judge's preferences. Occasional travel to the Oakland and San Jose Divisions may be required. Duties include:

Calendars and regulates the movement of cases; monitors the filing of documents and works to ensure timely responses to judicial orders; sets dates and times for hearings, trials and conferences; keeps judge and immediate staff informed of case progress.

Attends court sessions and conferences; assists with the orderly flow of proceedings which may include setting up the courtroom; assures presence of court reporters, jury panels, in-custody defendants and all other necessary participants; manages exhibits; swears in witnesses and assists with impaneling jurors.

Takes notes of proceedings and rulings and prepares minute entries. Prepares and electronically dockets minutes, notices and other documents.

Confers with attorneys, acts as a source of information and answers procedural questions while assisting with compliance, and acts as a liaison between the judges and counsel to ensure that cases proceed smoothly and efficiently. Serves as a primary source of information on scheduling conferences, hearings, trials, and other case processes. Provides customer service via email, phone and in person.

Provides support to the Operations unit by performing clerical work, assisting at petty offense court, cross-training for other units, and other work as directed.

MINIMUM QUALIFICATIONS:
The successful applicant must have three years specialized experience, including at least one year equivalent to work at the 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), the successful applicant must have at least two years specialized experience equivalent to work at CL-26. **Specialized Experience** is progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and 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.

PREFERRED QUALIFICATIONS:
Preference may be given to applicants who have:

- Prior federal court experience.
- Courtroom experience in a similar position.
- Ability to communicate effectively with a variety of people and skill in dealing with others in person-to-person work relationships.
- Skill in using automated systems for filing documents and extracting relevant information.
- Experience which reflects the applicant's ability to work under pressure and deal with change.
- Demonstrable ability to successfully manage multiple competing priorities and work with limited supervision.
- Excellent writing skills.
- Experience with current versions of WordPerfect, Lotus Notes, Microsoft Word and Windows.
- A bachelor's degree.

PLEASE SUBMIT YOUR RESUME AND COVER LETTER/EMAIL TO:
United States District Court
Attn: Human Resources (FY14-10)
450 Golden Gate Avenue
San Francisco, CA 94102
Or email to: hr@cand.uscourts.gov

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, will be required to adhere to a code of conduct (which is available upon request), and is subject to mandatory direct deposit of federal wages. The court is not authorized to reimburse travel expenses for interviews or relocations.

Interviewing Non Citizens and Making Offers of Future Employment: Non citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below.

Under 8 U.S.C. §1324b (a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application).

Where appropriate and necessary, the court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Unit of the Clerk's Office at 415-522-2147. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Due to the volume of applications anticipated, the court will only communicate with those candidates selected for interview.