



CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF CALIFORNIA

MARK B. BUSBY
Clerk of Court

San Francisco Division
450 Golden Gate Avenue
San Francisco, CA 94102

Oakland Division
1301 Clay Street
Oakland, CA 94612

San Jose Division
280 South 1st Street, Room 2112
San Jose, CA 95113

Eureka-McKinleyville Division
3140 Boeing Avenue
McKinleyville, CA 95519

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

Position: Relief Courtroom Deputy Clerk (FY26-06)

Classification Level: CL 26/CL 27

Salary Range: CL26: \$67,972 - \$110,469; CL 27: \$74,673 - \$121,385

Location: San Francisco with travel to Oakland & San Jose Divisional Offices

Opening Date: January 9, 2026

Closing Date: Open Until Filled

(Priority consideration to applicants who apply by January 23, 2026)

Whether launching or continuing a career in public service, the U.S. District Court is a great place to work with competitive salaries and benefits, a work schedule that promotes a work-life balance, and the opportunity to work with colleagues committed to fulfilling the important mission of administering justice in an efficient and effective manner. This position offers an excellent opportunity to advance a career in Federal court service.

POSITION OVERVIEW

The Relief Courtroom Deputy Clerk position is based in the San Francisco courthouse and will provide support to all locations. Some telework is available once established in the position. The Relief Courtroom Deputy Clerk is a "floater" position, providing administrative support in and out of the courtroom to judges when the regularly assigned courtroom deputy is not available. The successful candidate will have a high level of accuracy, diplomacy and sensitivity in dealing with judges, attorneys, members of the government agencies, and the public. Courtroom Deputy Clerks work with meticulous attention to detail, create systems to organize and prioritize task, and communicate with calm and confident demeanor.

Primary duties:

- Scheduling hearings, conferences and trials, and coordinating the appearances in the courtroom of parties, attorneys, jurors, other court staff, and members of court- related agencies.
- Attending court and managing the orderly flow of court proceedings.
- Creating documents to record pertinent results of courtroom proceedings.
- Docketing court orders in the electronic docketing system and monitoring the docket 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 the judge and staff of case progress.

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 specialized experience at or equivalent to CL-26.

Specialized Experience is progressively responsible clerical or administrative experience that is in, or closely related to, the work of the position and which has demonstrated the knowledge, skills, and abilities to successfully perform the duties of the position and involves the routine use of automated software and keyboarding for word processing, data entry and report generation.

Preferred Qualifications:

- Prior courtroom or federal court experience.
- Experience using automated systems for filing documents and extracting relevant information.

COMPENSATION AND BENEFITS

The U.S. District Court is part of the federal Judicial branch of government and is independent of the Executive and Legislative branches. The court sets its own employment policies including remote work and performance management, while also valuing employees' individualism and continuing to strive towards a diverse, equitable and inclusive workplace.

Compensation will be set based on experience and qualifications pursuant to the policies and guidelines set forth in the Court Personnel System (CPS).

Judicial Branch employees are "at will" employees and are not subject to the employment regulations of competitive service. However, judiciary employees are entitled to benefits. For more information about federal court benefits, please visit:

www.uscourts.gov/careers/benefits.

INFORMATION FOR APPLICANTS

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement without prior written or other notice.

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](#), 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).

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. 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.

APPLICATION PROCEDURE

Applicants must submit the following:

1. Cover Letter
2. Resume
3. Three professional references.

To be considered for this position, visit our agency website at <https://www.governmentjobs.com/careers/uscourtsand> to submit the online application, along with the above-listed documents. Please be sure to fully complete your application by providing all work history from the past ten years. Attachments should be submitted as Microsoft Word (DOC) or Adobe Acrobat (PDF) files. Other formats are not acceptable.

Applications will be considered complete when the online application and all required attachments, in the appropriate format, are received by the Human Resources Unit.