



Sacramento, California
www.caed.uscourts.gov

Position Details

Classification Level: 26-27

Salary Range: \$44,729 – \$79,883

Closing Date: 1/8/2013 4:00pm

How to Apply:

Materials must be received as e-mail attachments in either Word or PDF format sent to: CAED-HR@caed.uscourts.gov
Please reference “2012-13” in the subject line of your message.

Applicants must provide:

- 1) A cover letter addressed to:
Attn: Human Resources
US District Court
501 I Street #4-200
Sacramento, CA 95814
- 2) A chronological resume detailing work history and the reason why each job listed was left.
- 3) List of at least three professional references.

In addition to completeness, materials will be reviewed for attention to detail, organization and overall professionalism of presentation. **Incomplete materials will be disqualified from consideration.**

DUE TO BUDGET LIMITATIONS, CONSIDERATION FOR THIS POSITION IS LIMITED TO CURRENT EMPLOYEES OF THE CLERK’S OFFICE OF THE U.S. DISTRICT COURT – EASTERN DISTRICT OF CALIFORNIA.

The Clerk’s Office is recruiting for a full-time courtroom deputy position in our Sacramento, CA office. Appointment to this position is subject to the successful confirmation of a pending U.S. District Judge nominee to whom the incumbent would be assigned. The duties and responsibilities of a courtroom deputy include:

- Attends court sessions and assists with the orderly flow of proceedings. This includes, but is not limited to, setting up the courtroom, assuring presence of all necessary participants and managing exhibits, taking notes of proceedings and rulings, preparing minute entries and drafting judgments for judge’s approval.
- Acts as a liaison among the clerk’s office, attorneys, U.S. Probation office, Pretrial Services, Bureau of Prisons, U.S. Marshals office, U.S. Attorney’s office and judges to ensure that cases proceed smoothly and efficiently. Serves as primary source of information on scheduling hearings, trials and other case processes.
- Assists in the management of the judge’s case load by: calendaring and regulating case movement; monitoring filing of pertinent documents and timely responses to judicial orders; and setting dates and times for hearings and trials. Keeps judge and immediate staff informed of case progress.
- Reviews information relating to pending cases to ensure that all records and reference materials are available for use by the judge and counsel and other agencies as applicable.

MINIMUM QUALIFICATIONS

To minimally qualify for this position at a CL 26, candidates must be a high school graduate or equivalent, possess a definite sense of courtroom decorum (e.g., as demonstrated through appropriate dress, speech and demeanor) and possess at least two years of specialized work experienced. Specialized work experience is defined as progressively responsible clerical work which provided knowledge of legal terminology, procedures and/or legal pleadings, such as might be found in a law office or in the clerk’s office of a federal, state or local court.

RANKING AND PREFERRED QUALIFICATIONS

Applicants will be ranked on the quality, relevance and length of their work experience and the professionalism of their application materials. Those ranked highest will be contacted for more information. All other applicants will be notified of their non-selection by no later than the conclusion of the recruitment process. Ranking preference will be given to applicants who possess work experience as a courtroom deputy in a U.S. District Court - Clerk’s Office.

DISCLOSURES

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the applicants who responded to the original announcement without posting the position. Only qualified applicants will be considered for this position. Participation in the interview process will be at the applicants own expense and relocation expenses will not be provided. If selected for first-time appointment to a position, you will be required to complete an initial performance evaluation period. Failure to successfully complete the IPEP may result in termination of employment.