



Sacramento, California
www.caed.uscourts.gov

Position Details

Job Grade: CL 25
Salary Range: \$42,000 - \$68,263
Closing Date: 1/18/16 @ 4:00 pm

How to Apply:

For consideration, applicants must submit the following:

- 1) An introductory cover letter that includes the reason a change of employment is desired (a reason is only required if applicant is currently employed).
- 2) A chronological resume detailing work history and reason why each job listed was left.
- 3) A salary history of all jobs listed on the applicant's resume.
- 4) A 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.

Materials must be received as email attachments in either Word or PDF format sent to "CAED-HR@CAED.USCOURTS.GOV" by no later than 4:00 pm on Monday, January 18, 2016. Reference "2016-01" in subject line of email.

The U.S. District Court for the Eastern District of California serves 34 counties located in the fast growing Central and Northern interior of California. The court is headquartered in Sacramento with a large divisional office in Fresno and remote satellite offices in Bakersfield, Redding and Yosemite National Park.

The court is currently seeking career-oriented applicants for an Operations Specialist position in our Sacramento office. The incumbent will work with a team of employees who are responsible for maintaining the case related records of the court. The team also serves as the first point of contact for members of the public as well as for members of the bar and their staffs. The following duties are performed with other members of the Operations team on a rotating basis:

- Performs quality control of entries made in our case management and electronic case filing (CM/ECF) system by internal and external filers. This includes verifying appropriateness of events entered, reviewing the accuracy and completeness of documents filed, and ensuring proper links and case management scheduling and functions are established. Civil and criminal case information and events are also summarized and typed on the case docket.
- Provides phone support to members of the public, attorneys, law firm staff, and internal staff. This involves answering phone calls to provide case related information, procedural information and substantial technical assistance and troubleshooting of problems that arise for the users of our CM/ECF system.
- Receives, sorts and distributes all incoming mail. This includes scanning relevant documents into the CM/ECF system and assigning new case numbers when necessary.
- Serves as a public contact at our intake counter for walk-in customers. This includes receiving and filing documents and fees and providing information on case events, local rules of court and other court processes and filing requirements.
- Maintains all aspects of the file system for case records that exist in paper format. This includes drop filing documents, creating and purging physical files and lifting and moving boxes weighing up to 25 lbs.

Minimum Qualifications

To minimally qualify, candidates must be high school graduates (or equivalent) with at least two years of specialized clerical work experience. Specialized work experience is defined as progressively responsible clerical or administrative experience that required the use of specialized terminology, application of specialized rules and processing of specialized documents (i.e., as would be found in a law office, another court in the judicial system, a bank, real estate or insurance office). Such experience should include routine interactions with customers. Candidates must also possess a strong work ethic; project a professional appearance and demeanor; be detail-oriented with strong computer skills and excellent verbal and written communication skills; and be solution oriented, patient and adaptable to the communication styles and needs of others.

**Operations Specialist
Opportunity Announcement
#2016-01**
(cont.)

Benefits:

- Paid Holidays
- Annual & Sick leave
- Federal Employee Retirement System
- Thrift Savings Plan
- Health Insurance
- Dental, Vision & Life Insurance
- Flexible Spending Accounts
- On Site Gym

For more information about benefits go to: USCourts.gov

Candidates who possess the following preferred experience and education will receive preference in our review process:

- Additional years of specialized work experience beyond the required two year minimum.
- Knowledge of and experience with the court's Local Rules and CM/ECF system.
- Completion of relevant education above the minimally required high school level (a four year college degree is highly preferred).

While most operations specialists are appointed at a step 1 (currently \$41,034), consideration for appointment at a higher step will be given to applicants who possess preferred experience and education as stated above.

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.