



**Fresno, California**

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**Position Details**

**Classification Level: 25-26**

**Full Salary Range: \$39,171 – \$70,103**

**Closing Date: 4:00 pm, July 5, 2016.**

**How to Apply:**

**Materials must be received as e-mail attachments in either Word or PDF format sent to: [CAED-HR@caed.uscourts.gov](mailto:CAED-HR@caed.uscourts.gov) Please reference “2016-14” in the subject line of your message.**

**Applicants must provide:**

- 1) A cover letter addressed to:  
Attn: Human Resources  
U.S. District Court  
2500 Tulare Street #1501  
Fresno, CA 93721**
- 2) A chronological resume detailing work history.**
- 3) 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.**

The Clerk’s Office is recruiting for a Relief Courtroom Deputy position in our Fresno office. Incumbents provide case management and courtroom relief services to members of our Fresno Judicial Services Unit (JSU). Incumbents may also be required to travel occasionally (with overnight stays) to our remote offices located in Yosemite National Park and Bakersfield to provide similar relief services. The specific duties and responsibilities of the position include:

- Scheduling and providing courtroom and case management relief services to magistrate and district judge courtroom deputies as needed. Being fully conversant in all aspects of case management and courtroom procedures.
- Attending court sessions and conferences. Assisting with the orderly flow of proceedings that include, but is not limited to, setting up the courtroom, assuring presence of all necessary participants and managing exhibits.
- Taking notes of proceedings and rulings and preparing minute entries. Drafting judgments for judicial approval.
- Acting as liaison with the Clerk’s Office, the bar and the judge to ensure cases proceed smoothly and efficiently.
- Assisting in managing cases by calendaring and regulating movement, monitoring filing of pertinent documents and timely response to judicial orders, and setting dates and time for hearings, trials and conferences upon assignment to courtroom.

**Minimum Qualifications**

To minimally qualify for the position of Relief Courtroom Deputy, candidates must possess at least three years of progressively responsible clerical experience which provided knowledge of legal terminology, procedures 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. One year of experience must be at or equivalent to the work of at least a CL- 24 position. The successful candidate must also demonstrate he/she possesses the following:

- Skill in professionally communicating both orally and in writing with a wide range of individuals and groups.
- Ability to be punctual and dependable with attendance.
- Ability to be conscientious and perform work with a high level of detail and accuracy.
- Ability to be mature, flexible and tactful when working under pressure.
- Ability to project a definite sense of courtroom decorum (i.e., through appropriate dress, speech and demeanor).
- Ability to work independently and hold oneself to high professional standards of conduct and performance.

**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. The selected candidate will be required to complete an initial performance evaluation period (IPEP). Failure to successfully complete the IPEP could result in termination of employment.