U.S. District Court – Eastern District of California
Opportunity Announcement #2016-17

ECRO/Relief Courtroom Deputy

Fresno, California
www.caed.uscourts.gov

Position Details
Classification Level: 25-26
Full Salary Range: $39,171 – $70,103
Closing Date: Friday, July 22, 2016 @4p.m.

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 "2016-17" 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 and the reason you left each job listed.

3) A salary history and list of at least three professional references (neither is required if applicant is an existing employee of the court).

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 full-time Electronic Court Recorder Operator (ECRO)/Relief Courtroom Deputy position in our Fresno office. The position offers qualified candidates an opportunity to launch a new career or advance an existing career with the federal judiciary in our Judicial Services Unit (JSU).

As a member of our JSU, the incumbent will be responsible for making a verbatim recording of court proceedings and arranging for the production of written transcripts as requested. The incumbent also will provide case management and courtroom services on a relief basis to other members of the JSU.

While serving as ECRO, the incumbent will perform the following:

• Makes a verbatim record of court proceedings on digital recording equipment and creates detailed logs of proceedings and participant records.
• Receives and processes duplication/transcript production orders.
• Catalogues recordings /logs, maintains storage and maintains recording equipment.

While serving as a relief courtroom deputy, the incumbent will perform the following:

• Schedules and provides courtroom and case management relief services to courtroom deputies as needed. Is fully conversant in all aspects of case management and courtroom procedures.
• Attends court sessions and conferences. Assists with orderly flow of proceedings that include, but is not limited to, setting up the courtroom, assuring presence of all necessary participants and managing exhibits.
• Takes notes of proceedings and rulings and prepares minute entries. Drafts judgments for judicial approval.
• Acts as liaison among the Clerk's Office, the bar and the judge to ensure cases proceed smoothly and efficiently.
• Assists 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.

Additional relief duties and responsibilities may be assigned as needed.

Minimum Qualifications

To minimally qualify, candidates must be a high school graduate or equivalent and possess the equivalent of at least two years of specialized experience. At least one year of the specialized experience must be at or equivalent to a Classification Level (CL) 24 in the Court Personnel System (CPS). Qualifying specialized experience is defined as progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures involving the routine use of a computer, use of specialized terminology and demonstrated ability to apply a body of rules, regulations, directives or laws.

Ranking and Qualifications Preferred

In addition to the minimum qualifications stated above, preference will be given to applicants who are able to demonstrate the following knowledge, skills and abilities as evidenced through prior work experience and/or related education:

• Knowledge of, and familiarity with, Local and Federal Rules of Procedures.
• Knowledge of, and familiarity with, computer systems and applications.
• Effective and professional written and verbal communications skills.

• Ability to be conscientious about detail and accuracy.
• Ability to be mature, flexible and tactful when working under pressure.
• Ability to understand and consistently exercise appropriate courtroom decorum (e.g., by maintaining confidentiality and appropriate dress, speech, demeanor, etc.).

Additional preference will be given to applicants who possess the above and who are current employees of the U.S. District Court, Eastern District of California.

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.

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.

As a condition of employment, the selected candidate will be subject to an FBI fingerprint background check. All information provided by applicants is subject to verification and background investigation.

Applicants must be either U.S. citizens or eligible to work for the United States government.

Court employees are subject to a Code of Conduct. A written copy of the Code will be provided upon request.

Court employees serve in the Excepted Service and their employment is considered “at-will”.

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.