



Yosemite National Park, California

www.caed.uscourts.gov

Position Details

Job Grade: CL 25-27

Salary Range: \$39,171-\$77,030

Closing Date: 4:00 p.m. on
Friday, September 16, 2016

How to Apply:

Applicants must provide:

- 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 e-mail attachments in either Word or PDF format sent to: CAED-HR@caed.uscourts.gov
Please reference "2016-23" in the subject line of your message.

POSITION OVERVIEW

The Clerk's Office is recruiting for a full-time Courtroom Deputy position in our Yosemite National Park office. The incumbent will be the sole Clerk's Office representative in the office and will support the work of a full-time magistrate judge. Occasional travel to the court's Fresno, California office may be required. The specific duties and responsibilities of the position include:

- 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, National Park Service, U.S. Forest Service, Bureau of Land Management and the magistrate judge based in the office to ensure that cases proceed smoothly and efficiently. Serves as primary source of information on scheduling hearings, trials and other case processes.
- Manages judge's case load by: calendaring and regulating their 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.
- Prepares and transmits to the appropriate parties such items as: notices, judgement orders and magistrate judge's monthly statistical reports.
- Make summary entries of all documents and proceedings on the docket. This includes but is not limited to, such things as: pleadings, petitions, motions, complaints, minutes, and orders.
- Acts as receptionist and furnishes information to a wide variety of people within and outside the court.

MINIMUM QUALIFICATIONS

To minimally qualify for this position at a CL 25, candidates must be a high school graduate or equivalent, possess a definite sense of courtroom decorum (i.e., as demonstrated through appropriate dress, speech and demeanor), be detail oriented and dependable, possess excellent customer service skills, and possess at least one year of specialized work experience.

**Courtroom Deputy
Opportunity Announcement
#2016-23
(cont.)**

Benefits:

- Paid Holidays
- Retirement Coverage
- Health Insurance
- Dental & Vision Insurance
- Flexible Spending Account
- Life Insurance

For more information about benefits go to: USCourts.gov

MINIMUM QUALIFICATIONS (cont.)

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.
- Only qualified applicants will be considered for this position.
- Employees of the U. S. District Court serve under "Excepted Appointments" and are considered "at will" employees. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to the same benefits as other Federal Government employees. Court employees are subject to a Code of Conduct. A copy will be provided upon request.
- 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.
- 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.