



**Sacramento, California**  
[www.caed.uscourts.gov](http://www.caed.uscourts.gov)

**Position Details**

Job Grade: CL 25  
Salary Range: \$46,104 - \$74,992  
Closing Date: Monday, 10/26/2020  
@ 4:00 pm

**How to Apply:**

Applicants must provide:

- 1) An introductory cover letter
- 2) A chronological resume
- 3) A completed Application for Judicial Branch Federal Employment, form AO-78 (found on the *Careers* page of the court's website)

Materials must be received as a single e-mail attachment in either Word or PDF format sent to: [CAED-HR@caed.uscourts.gov](mailto:CAED-HR@caed.uscourts.gov)  
Please reference "2020-19A" in the subject line of your message.

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

*THIS POSITION WAS PREVIOUSLY POSTED AS ANNOUNCEMENT #2020-19. CANDIDATES WHO APPLIED UNDER ANNOUNCEMENT #2020-19 WILL BE AUTOMATICALLY CONSIDERED AND DO NOT NEED TO RE-FILE.*

The Clerk's Office is seeking applicants for an Operations Specialist position in our Sacramento office. The position provides an excellent opportunity to launch or continue a career in federal service. An Operations Specialist works as part of a team of employees who are responsible for maintaining the case related records of the court. Incumbents also serve 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 by team members on a rotating basis:

- Perform 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.
- Provide 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.
- Receive, sort and distribute all incoming mail. This includes scanning relevant documents into the CM/ECF system and assigning new case numbers when necessary.
- Serve 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.
- Maintain 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 possess at least one year of specialized clerical work experience at or equivalent to a classification level CL-24 (equivalent to a GS-8 on the Executive Branch General Schedule (GS) pay scale). 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 support position in a law office, another court in the judicial system,

**Operations Specialist  
Opportunity Announcement  
#2020-19A  
(cont.)**

**Benefits:**

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

For more information about Careers with the Judiciary visit:  
<http://www.uscourts.gov/careers>

**MINIMUM QUALIFICATIONS (cont.)**

or a bank, real estate or insurance office). The experience should include routine interactions with customers.

Candidates must also possess a strong work ethic; project a professional appearance and demeanor; be detail-oriented; possess 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.

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

- Additional years of specialized work experience beyond the minimum required.
- Knowledge of and experience with the court's Local Rules and CM/ECF system.
- Completion of a two-year or higher degree in a related field from an accredited college or university.

While most operations specialists are appointed at a step 1 (currently \$46,104), consideration for appointment at a higher step will be given to applicants who possess preferred experience and/or 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.
- 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 applicant's 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 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.