



Sacramento, California
www.caed.uscourts.gov

Position Details

Job Grade: CL 27 - 28
Salary Range: \$50,134 - \$97,704
Closing Date: Friday, September 11,
2015 @ 4:00pm

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 the 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.

IMPORTANT: 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 Friday, September 11, 2015. Reference "2015-16" in subject line of email.

This position was previously posted as Announcement #2015-11 and is being reposted for further competition. Candidates who applied for Announcement #2015-11 do not need to resubmit materials unless they were notified their previous materials were deemed incomplete.

Whether launching or continuing a career in public service, the U.S. District Court – Eastern District of California is a great place to work. The court offers competitive salaries and benefits, an excellent work/life balance, and an opportunity to work with professional and committed colleagues and a bench of hard-working and caring judges. To learn more about the court, visit our website at www.caed.uscourts.gov.

Currently, the court is seeking career-oriented applicants for a full-time Administrative Analyst position in our Sacramento Clerk's Office. The incumbent in this professional level position will work in conjunction with another on-staff Administrative Analyst to compile, analyze and report case-related and other statistics, write a wide range of complex correspondence, reports and manuals and complete a range of other administrative projects. Specific duties and responsibilities will include:

- Compile, analyze and report district-wide statistical information such as civil and criminal case statistics, staffing allocation statistics, semiannual CJRA report and biannual per judge caseload reporting statistics. Identify, monitor and resolve statistical anomalies to ensure accurate reporting.
- Initiate and write reports and give advice to professional staff and judges regarding reports, surveys and analysis. Write complex correspondence and prepare charts, graphs and tables for a wide range of use (including submission to members of Congress and others) as required.
- Compile and publish an annual report for review by the Administrative Office of the U.S. Courts, the Ninth Circuit, members of the bar and general public. This report includes a "State of the District Report" and reporting and analysis of previous year's caseload statistics and trends for the U.S. District Court, U.S. Probation Office and U.S. Pretrial Services Office for the Eastern District of California.
- Manage internal controls programs. Conduct annual reviews and audit internal controls processes and procedures. Review, update and publish the court's Internal Controls Manual. Develop and perform periodic training for court staff on internal controls practices, policies and procedures.
- Handle a variety of administrative projects and duties assigned by the Clerk of Court or Chief Judge. These may range from developing and publishing informational material to managing media and public coordination on high profile cases throughout the district.

Administrative Analyst

Cont.

Page 2 of 2

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: www.USCourts.gov

Minimum Qualifications

To minimally qualify, candidates must possess a four-year college degree with a major in business, economics, accounting or other closely related field and two years of specialized work experience OR they must possess four years of specialized work experience. The completion of a four-year degree with at least two years of specialized work experience is preferred. The specialized work experience must have involved performing complex statistical compilation, analysis and reporting and extensive writing and editing of complex administrative documents such as funding requests, business reports and policy and procedures manuals as the primary focus of the candidate's position.

Candidates also must be inquisitive and detail oriented, possess strong verbal, writing and analytical skills, be able to develop and maintain positive professional relationships with a wide range of individuals, and possess advanced skills with database, spreadsheet and word processing programs (e.g., Word, Excel, Crystal Reports, etc.). Familiarity with desktop publishing software is highly desirable.

Qualifications and Rankings

Candidates will be ranked on the relevancy and length of their work and educational backgrounds and the professionalism of their application materials. Materials will be reviewed for completeness, attention to detail and organization. **Incomplete materials will be disqualified from consideration.** Candidates ranked highest will be contacted for more information. All other applicants will be notified of their non-selection at the conclusion of the interview process.

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.
- Court employees serve in the Excepted Service and are considered "at-will" employees. Court employees are also subject to a Code of Conduct. A copy of which will be provided to applicants upon request.
- 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. In addition, applicants must be either U.S. citizens or eligible to work for the United States government.
- The selected candidate will be required to complete an initial performance evaluation period (IPEP). Failure to successfully complete the IPEP for any reason may result in termination of employment.