



Fresno, California
www.caed.uscourts.gov

Position Details

Classification Level (CL): 24-25

Full Salary Range for CL 24:

\$44,926 – \$73,021

Full Salary Range for CL 25:

\$49,609 - \$80,669

Closing Date: Open until filled.
Materials will be reviewed as
they are filed, and candidates of
interest will be contacted for
more information.

How to Apply:

Applicants must provide:

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

Incomplete materials will be
disqualified from consideration.

Materials must be received as
a single e-mail attachment in
PDF format sent to:

CAED-HR@caed.uscourts.gov

Please reference “2026-36” in
the subject line of your
message.

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, benefits, and an excellent work/life balance. The court also offers the opportunity to work with professional and committed colleagues and judges and support meaningful service provided to our community. To learn more about our court, please visit our website at “www.caed.uscourts.gov”.

The Clerk’s Office is seeking applicants for a temporary Operations Support Specialist position in our Fresno office. The position is available for an immediate start date of employment with a temporary term of employment through December 31, 2027. The term of employment may be extended and/or the position may be converted to regular status without further competition.

The incumbent will initially support our Operations Team by performing the following duties:

- Review new paper and electronic case filings to ensure conformity with appropriate rules, practices, and/or court requirements.
- Open cases in the Case Management/Electronic Case Filing (CM/ECF) system, assign case number and judge, and docket initial opening events. Maintain integrity of the system by ensuring entries are completed in an accurate and timely manner.
- Scan, create PDF files, enter data, and upload new case documents into the CM/ECF system and ensure accuracy and completeness of records created.
- Handle and process ingoing and outgoing mail including logging and receipting funds received through the mail and docketing return mail in the CM/ECF system.
- Sort, classify, and file case records. Maintain integrity of the filing system by monitoring proper access to records and maintaining timely and accurate filing of documents. Retrieve files and make copies of records for court personnel, attorneys, and others. Certify court documents and create and process new case files.
- May provide other processing and clerical support in the operations unit as is appropriate for the classification level (CL).

Additional duties involving extensive customer service and case management responsibilities may be added and would qualify the incumbent for advancement to a CL 25, Operations Specialist, without further competition.

Benefits:

- Paid Holidays
- Annual & Sick leave
- FERS Retirement Coverage
- 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, applicants must possess at least one year of progressively responsible clerical or administrative work experience that required: 1) regular and recurring application of clerical procedures; 2) application of a body of rules, regulations, or laws; and 3) routine use of specialized terminology and computer equipment for word processing and data entry. The experience is usually gained in office support positions in law offices, courts, and banking, real estate, insurance, and payroll offices. Experience in the legal field is preferred but not required.

Applicants must also project a professional appearance and demeanor; possess a strong work ethic; be detail-oriented; possess strong computer and customer service skills and excellent verbal and written communication skills; and be solution oriented, patient, and adaptable to the communication styles and needs of others.

The selected applicant is expected to be appointed at a CL 24 with a starting salary rate between \$44,926 (CL 24 step 1) through \$56,164 (CL 24 step 25) depending upon overall qualifications.

Consideration for appointment at either a higher rate on the CL 24 scale (steps 26-61) or at the CL 25 Operations Specialist level may be given to applicants who possess directly relevant experience gained in a U.S. District Court – Clerk’s Office or who are otherwise exceptionally well qualified. Incumbents appointed at a CL 24 will have promotional potential to a CL 25 without further competition.

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 and participation in the interview process will be at the applicant’s own expense. Relocation expenses will not be provided.
- Court employees serve under “Excepted Appointments” and are considered “at will” employees exempt from Federal Civil Service classifications and regulations. California employment laws also do not apply. Court employees are entitled to the same benefits as Federal Civil Service employees.
- Court employees are subject to a Code of Conduct. A copy can be found on the *Careers>Employment Information>Code of Conduct* section of the court’s website at www.caed.uscourts.gov.

DISCLOSURES (cont.)

- The selected candidate will be subject to an FBI fingerprint background check. All information provided is subject to verification and background investigation.
- Applicants must meet citizenship requirements to work for the United States government. Requirements can be found through the *Careers>Employment Information>Disclosures* section of the court's website at www.caed.uscourts.gov.
- If selected for first-time appointment, a one-year initial performance evaluation period (IPEP) must be completed. Failure to successfully complete the IPEP may result in termination of employment.

Posted 7/10/2026