



Sacramento, California
www.caed.uscourts.gov

Position Details

Classification Level: 26
Full Salary Range:
\$60,271 – \$97,953

Closing Date: 4:00 pm, Friday,
March 13, 2026.

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)

Due to budgetary constraints, consideration is limited to existing employees of the U.S. District Court – Eastern District of California Clerk's Office.

Incomplete materials will be disqualified. Materials must be received as a single e-mail attachment in PDF format sent to:

CAED-HR@caed.uscourts.gov

Please reference "2026-09" in the subject line of your message.

The Clerk's Office is seeking applicants for an Operations Workleader position in our Sacramento office. The position offers an excellent opportunity for career development and advancement. **Due to budgetary constraints, consideration is limited to existing employees of the U.S. District Court – Eastern District of California Clerk's Office.**

The incumbent will report to an Operations Supervisor and will work as an Operations Specialist and technical lead for the Operations Unit. Responsibilities as a technical lead will include providing training and guidance to team members, distributing and overseeing work performed, and assisting the supervisor with developing training and job aids, and updating procedure manuals. Work will be normally performed onsite with a regular, Monday-Friday, 40-hour per week work schedule and occasional telework may be available.

Duties and responsibilities performed as an Operations Specialist will include:

- Enter civil and criminal information, filings and orders in the court's case management and electronic case filing (CM/ECF) system. Open new civil and criminal cases, perform quality control of entries made by internal and external users, maintain an accurate docket, secure and return collateral, review and process attorney admissions, process archive requests, and certify documents.
- 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 problems that arise for the users of our CM/ECF system.
- Receive, sort, and distribute all incoming mail. This includes reviewing, file stamping and scanning substantial case documents. Process and calculate copy and research requests and filings.
- 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.
- Log, review, and receipt all incoming fines and payments in both civil and criminal cases.
- Maintain all aspects of the file system for case records that exist in paper format. This includes creating, and purging physical files and lifting and moving boxes weighing up to 25 lbs.

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Benefits:

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

For more information about benefits go to:
www.uscourts.gov

Duties and responsibilities performed as a Workleader will include:

- Assign, prioritize, oversee, and review work performed by Operations team members. Monitor daily workload and progress, and redistribute work as needed to equalize the workload and ensure completion in a timely manner.
- Lead, train, mentor, and provide technical guidance to new and existing employees and make recommendations to the supervisor on their performance and development needs.
- Serve as a point of contact and a technical resource for Judges and Chambers staff, Clerk's Office staff, and members of the Bar and Public on complex operations related matters.
- Monitor and ensure completion of daily quality control tasks. Review and evaluate the accuracy, quality, and consistency of data entered in case management related databases.
- Assist the supervisor with developing and updating training materials, job aids, procedures manuals, and other technical resources.
- Provide feedback on operational matters and make recommendations on process improvements to the supervisor.
- Other duties may be assigned as are appropriate for the position and classification.

MINIMUM QUALIFICATIONS

To minimally qualify, applicants must possess at least one year of progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures. The experience must demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation (e.g., as found in support positions in law offices, other courts, banking, real estate, insurance or payroll offices, etc.).

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

PREFERRED QUALIFICATIONS

Applicants who possess the following will receive preference in our ranking process:

- Additional years of specialized work experience beyond the minimum required. Work experience as an Operations Specialist (or equivalent position) that provides an in-depth knowledge of the work performed in the Operations Unit is highly preferred.
- Advanced knowledge of, and experience with, the court's Local Rules and CM/ECF system.
- Experience in mentoring and training employees.
- Experience in developing and updating written materials used for training and procedural documentation purposes.

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.
- 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.
- The selected applicant must complete a one-year initial performance evaluation period (IPEP). Failure to successfully complete the IPEP may result in reassignment or termination of employment.