



Fresno, California
www.caed.uscourts.gov

Position Details

Classification Level: 25
Full Salary Range: \$49,609 – \$80,669

Closing Date: Open until filled.
Priority will be given to materials received by 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)

Incomplete materials will be disqualified from consideration.

Materials must be received as e-mail attachments in PDF format sent to:

CAED-HR@caed.uscourts.gov

Please reference “2026-10” 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 an Operations Specialist position in our Fresno office. Up to two positions may be filled from this announcement. An Operations Specialist works with 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 the public including members of the Bar and their staffs. Work is normally performed onsite with a regular, Monday-Friday, 40-hour per week work schedule. Occasional telework may be available.

Specific duties performed on a rotating basis 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 of 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.

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) the regular and recurring application of clerical procedures; 2) the application of a body of rules, regulations, directives, or laws; and 3) the routine use of specialized terminology and automated software and equipment for word processing, data entry and/or report generation. Such experience is usually gained in support positions found in law offices, other courts, banking, real estate, insurance, and payroll offices, etc.). Experience that included handling internal and/or external customer service interactions is highly preferred.

Applicants 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. Applicants who possess the following preferred experience and education will receive preference in our ranking 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 (NOTE: education may not be substituted for the minimum one-year specialized work experience requirement).

The selected applicant will be appointed at a starting salary rate between \$49,609 (step 1) through \$62,033 (step 25) depending upon overall qualifications. Consideration for appointment at a higher rate (steps 26-61) may be given to applicants who possess directly relevant experience gained 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 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.

DISCLOSURES (cont.)

- 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.
- 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.