

ECRO / Relief Courtroom Deputy



Sacramento, California
www.caed.uscourts.gov

Position Details:

Classification Level: 25 – 26

Salary Range (steps 1 – 61) of:

CL 25: \$54,716 – \$88,973

CL 26: \$60,271 – \$97,953

**Closing Date: Friday, June 19,
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)**

Materials must be received as a single email attachment in PDF format sent to:

CAED-HR@caed.uscourts.gov

Please reference “2026-32” in 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 from consideration.

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 the full-time position of Electronic Court Recorder Operator (ECRO) & Relief Courtroom Deputy (CRD) in our Sacramento office. The incumbent will be trained and primarily will work in our courtrooms as an Electronic Court Recorder Operator (ECRO). The incumbent will also be trained to work as a Relief CRD on an as needed basis.

Once fully trained as an ECRO, duties and responsibilities will include:

- Operate digital recording equipment in court sessions to make a verbatim record of the proceedings. Create logs of the proceedings that include a record of participants.
- Receive requests for duplication/transcript production orders and coordinate their production through third party vendors.
- Catalogue recordings and logs, maintain storage, and monitor and report issues with recording equipment.

Once fully trained as a Relief CRD, the following will be performed on a relief basis for courtroom deputies as needed:

- Attend court sessions and conferences to assist with the orderly flow of proceedings by setting up the courtroom, assuring presence of all necessary participants and managing exhibits.
- Take notes of court proceedings and rulings and prepare minute entries. Draft judgments for judicial approval.
- Act as liaison among the Clerk's Office staff, members of the Bar and the judge to ensure cases proceed smoothly and efficiently.
- Assist in managing cases by calendaring and regulating movement, monitoring filing of pertinent documents and timely response to judicial orders, and setting dates and time for hearings, trials, and conferences upon assignment to a courtroom.

Additional duties and responsibilities may be assigned as needed.

MINIMUM QUALIFICATIONS

To minimally qualify at a CL 25, candidates must possess a definite sense of appropriate courtroom decorum (i.e., as demonstrated through appropriate dress, speech, and demeanor), be detail oriented and dependable, possess excellent customer service and multi-tasking skills, and possess at least one year of specialized work experience.

Benefits:

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

**For more information about
available benefits visit:**

www.uscourts.gov

Specialized experience is defined as progressively responsible clerical or administrative work that requires the regular and recurring application of rules, regulations, directives, or laws and involves the routine use of specialized terminology and computer software and equipment. The experience is commonly gained in clerical and administrative support positions found in professional offices such as other courts, law firms, banks, educational institutions, social service organizations, insurance companies, real estate and title offices, corporate headquarters, and human resources/payroll operations. Work experience as an attorney engaged in the practice of law and formal education above the high school level may not be substituted for the required experience.

RANKING AND PREFERRED QUALIFICATIONS

Applicants will be ranked on the quality, relevance and length of their specialized work experience and professionalism of their application materials. Additional ranking preference will be given to applicants with work experience in an Operations or Judicial Services Unit of a U.S. District Court. Those ranked highest will be contacted for more information. All others will be notified of non-selection at the conclusion of the recruitment process.

Appointment is expected at a Classification Level (CL) 25 with subsequent career-ladder promotional potential to a CL 26 without further competition. Starting salary rate will be set between \$54,716 (step 1) through \$68,419 (step 25) depending upon overall qualifications. Consideration for appointment at a higher step and/or classification level may be given to applicants who possess substantial relevant specialized work experience and/or who are transferring within the federal court system.

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.
- 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.