



Sacramento, California
www.caed.uscourts.gov

Position Details:

Classification Level: 26 – 27
Salary Range (steps 1 – 61) of:
CL 26: \$60,271 – \$97,953
CL 27: \$66,213 – \$107,632

Closing Date: Open until Filled.
Priority will be given to materials received by Monday, June 22, 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 “2026-33” in subject line of your message.

Incomplete materials will be disqualified from consideration.

The Clerk's Office is recruiting for a full-time courtroom deputy position in our Sacramento office. The position offers an excellent opportunity to launch or advance a career in federal service.

The selected candidate will be assigned to support a Senior U.S. District Judge. The following are the duties and responsibilities of the position:

- Attends court sessions and assists with the orderly flow of proceedings. This includes, but is not limited to, setting up the courtroom, assuring presence of all necessary participants and managing exhibits, taking notes of proceedings and rulings, preparing minute entries and drafting judgments for judge's approval.
- Acts as a liaison among the clerk's office, attorneys, U.S. Probation office, Pretrial Services, Bureau of Prisons, U.S. Marshals office, U.S. Attorney's office and judges to ensure that cases proceed smoothly and efficiently. Serves as primary source of information on scheduling hearings, trials, and other case processes.
- Assists in the management of the judge's case load by calendaring and regulating case movement; monitoring filing of pertinent documents and timely responses to judicial orders; and setting dates and times for hearings and trials. Keeps judge and immediate staff informed of case progress.
- Reviews information relating to pending cases to ensure that all records and reference materials are available for use by the judge and counsel and other agencies as applicable.
- Prepares and transmits to the appropriate parties such items as: notices, judgment orders and magistrate judge's monthly statistical reports.
- Make summary entries of all documents and proceedings on the docket. This includes but is not limited to, such things as: pleadings, petitions, motions, complaints, minutes, and orders.

MINIMUM QUALIFICATIONS

To minimally qualify at a CL 26 step 1 (\$60,271), candidates must demonstrate a definite sense of courtroom decorum (i.e., 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.

Specialized work experience is defined as progressively responsible clerical or administrative experience that requires the regular and recurring application of clerical procedures. The procedures 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. Such experience is commonly gained in clerical and administrative support positions found in law firms, legal counsel offices, banking and credit

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Opportunity
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Benefits:

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

For more information about
available benefits visit:

www.uscourts.gov

firms, 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 is not substitutable.

RANKING AND PREFERRED QUALIFICATIONS

Applicants will be ranked on the quality, relevance, and length of their work experience. Ranking preference will be given to applicants who possess work experience in a U.S. District Court - Clerk's Office with further preference given to those who possess work experience performing courtroom deputy duties. Applicants ranked highest will be contacted for more information. All other applicants will be notified of their non-selection at the conclusion of the recruitment process.

Appointment is expected at a Classification Level (CL) 26 with subsequent career-ladder promotional potential to a CL 27 without further competition. Starting salary rate will be set between \$60,371 (step 1) through \$75,344 (step 25) depending upon overall qualifications. Consideration for appointment at a higher step and/or classification level may be given to applicants who possess preferred work experience as stated above 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.