



SUSAN SOONG
Clerk of Court

San Francisco Division
450 Golden Gate Avenue
San Francisco, CA 94102

Oakland Division
1301 Clay Street
Oakland, CA 94612

San Jose Division
280 South 1st Street, Room 2112
San Jose, CA 95113

**Eureka-McKinleyville
Division**
3140 Boeing Avenue
McKinleyville, CA 95519

CAND MISSION

The mission of the Clerk's Office of the United States District Court for the Northern District of California is to support, defend and preserve the Constitution of the United States by:

- Serving and supporting the court
- Providing access to the court
- Maintaining the records of the court
- Providing information about the court
- Performing our mission with a commitment to excellence

The United States District Court is an equal opportunity employer.

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF CALIFORNIA

Position: Courtroom Deputy Clerk to U.S. District Court Judge Lucy H. Koh

Classification Level: CL 27

Salary Range: \$57,845-\$93,990; Depending upon Experience and Qualifications

Location: San Jose, CA

Opening Date: December 19, 2016

Closing Date: Open until filled (priority cut-off by January 20, 2017)

Number of Positions: 1

POSITION OVERVIEW

The courtroom deputy clerk provides administrative support in and out of the courtroom to District Court Judge Lucy H. Koh. This position calls for accuracy, diplomacy and sensitivity in dealing with judges, attorneys, members of government agencies, and the general public. Successful courtroom deputy clerks work with meticulous attention to detail, create systems to organize and prioritize tasks, and communicate with calm and confidence.

Primary duties: Courtroom deputy clerks are responsible for managing judges' cases by:

- Scheduling hearings, trials, and conferences, and coordinating presence in courtroom of parties, attorneys, jurors, other court staff, and members of other court-related agencies;
- Attending court and managing the orderly flow of court proceedings;
- Docketing court orders in the electronic docketing system and monitoring the filing of documents to ensure timely filing by parties;
- Responding to inquiries from attorneys, self-represented litigants, agencies, and the public, and acting as liaison between these individuals and the judge;
- Informing judge and staff of case progress.

QUALIFICATIONS

Minimum Qualifications:

The successful applicant must have three years specialized experience of progressively responsible clerical experience involving the routine use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or personnel/payroll operations.

Desirable Qualifications:

- Prior courtroom or federal court experience.
- Experience using automated systems for filing documents and extracting relevant information.
- A bachelor's degree

COMPENSATION AND BENEFITS

Compensation will be set based on experience and qualifications pursuant to the policies and guidelines set forth in the CPS Salary Plan. Employees qualify for retirement plans, federal employee's group health insurance, life insurance, dental/vision insurances, and flexible benefits.

INFORMATION FOR APPLICANTS

The successful candidate for this position is subject to a FBI fingerprint check and background investigation (employment will be provisional and contingent upon the satisfactory completion of the required background investigation), will be required to adhere to a code of conduct (which is available upon request) and is subject to mandatory direct deposit of federal wages. The court is not authorized to reimburse travel expenses for interviews or relocations.

Interviewing Non Citizens and Making Offers of Future Employment: Non citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below.

Under 8 U.S.C. §1324b (a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application).

Where appropriate and necessary, the court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Unit of the Clerk's Office at 415-522-2147. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Due to the volume of applications anticipated, the court will only communicate with those candidates selected for interview.

APPLICATION PROCEDURE

To be considered for this position, please submit a resume with a cover letter, and three professional references.

PLEASE SUBMIT YOUR RESUME AND COVER LETTER TO:

United States District Court-NDCA

Attn: Human Resources (FY17-05)

via email: hr@cand.uscourts.gov