



TERRY NAFISI
District Court Executive and
Clerk of Court

UNITED STATES DISTRICT COURT CENTRAL DISTRICT OF CALIFORNIA

WESTERN DIVISION
312 North Spring Street, Room G-8
Los Angeles, CA 90012

SOUTHERN DIVISION
411 West Fourth Street, Suite 1053
Santa Ana, CA 92701-4516

EASTERN DIVISION
3470 Twelfth Street, Room 134
Riverside, CA 92501

NOTICE OF POSITION VACANCY

Position:	District Judge Relief Courtroom Deputy	Opening Date:	February 22, 2012
Classification Level:	CL 25/01 to 26/61	Closing Date:	March 13, 2012
Salary Range:	\$42,262 - \$75,689	Number of Positions:	One (or more)
Location:	Los Angeles, CA	Vacancy Number:	12- 05

POSITION OVERVIEW

The Court is recruiting for a well organized, detail oriented individual who likes the challenge of variety and possesses excellent time management skills. The selected incumbent will provide relief assistance for district judge courtroom deputies. An eligibility list of qualified candidates will be developed from this recruitment to fill future vacancies.

REPRESENTATIVE DUTIES

- Maintains control of the cases assigned to the judicial officer; examines all papers files in an action for conformity with the rules of practice; calendars and regulates the movement of cases by fixing dates and times for hearings on motions, pre-trial hearings and trials.
- Confers with attorneys, acting as liaison between the judicial officer and counsel; calls the court to order; conducts arraignments of defendants in criminal cases; notes the appearance of counsel in matters of the court.
- Impanels and administers oaths to jurors; acts as liaison with the jury clerk for ordering and cancellation of juries; keeps required records on other jury matters; swears in witnesses and interpreters.
- Marks, stores and returns exhibits.
- Composes substance of minute order to carry out express intentions of the judge; prepares verdict forms and judgments.
- Advises the financial section of the Office of the Clerk of fines and orders of restitution by the judge in all cases.
- Enters judgments and other actions on court dockets, diary books and other court records.
- Prepares statistical records of cases.
- Performs data quality control on attorney docketed entries of all documents and proceedings on the docket, and performs docketing functions in CM/ECF.
- Generates deadlines and deficiency notices of missing or erroneous documents; assists in case management by ensuring that all automated entries are appropriately linked for proper case management.
- Assists chambers staff with electronic filing.
- Performs other duties as assigned.

QUALIFICATIONS

- Applicant must be a high school graduate or equivalent.
- Minimum two years of specialized experience. Specialized experience is progressively responsible clerical or administrative work including the use of legal terminology, and the application of a body of rules, regulations,

directives or laws. Such experience is most often found in law firms, office of legal counsel, state and federal courts, real estate and insurance companies.

- Ability to handle multiple tasks simultaneously.
- Excellent verbal and written communication skills.
- Skills in the use of computers.
- Typing of 45 wpm.
- Dependability and reliability.
- Paralegal experience highly desirable.
- College degree is preferred.

PHYSICAL REQUIREMENTS

The physical demands of the job involves lifting boxes, shifting exhibits and court records that require a person to perform moderate to semi heavy physical activity; requires trouble shooting courtroom equipment; ability to stoop, bend, pull and push carts or portable luggage carriers to deliver voluminous documents to the judge's chambers; ability to sit in court at a computer terminal during court hearings entering information into the databases; involves prolonged periods of sitting from two to three hours at a time. Work is performed in an office setting or a courtroom on a daily basis overseeing the general clerical duties.

BENEFITS

Federal benefits include paid vacation and sick leave; health, insurance, dental, vision, disability, and long term care insurance plans; retirement; and tax-deferred Thrift Savings Plan; paid holidays; and flexible work schedule.

INFORMATION FOR APPLICANTS

The United States District Court requires employees to adhere to a code of conduct which is available on the Court's web site at www.cacd.uscourts.gov. The final candidate will be subject to an FBI background investigation. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Due to the volume of applications received, the court will only communicate with those individuals who will be tested or interviewed. All applicants scheduled to test or interview should advise the Human Resources staff if any accommodation will be necessary to test or interview. Applicants must be U.S. citizen or eligible to work in the United States. The United States District Court is a smoke-free environment. Applicants can download an application from the Court's web site at www.cacd.uscourts.gov. Applicants may also be obtained in the Human Resources Department at the address listed below, or by calling the 24-hour job information line at (213) 894-2904. Please submit completed application to:

United States District Court
Human Resources Department
312 North Spring Street, Room 535
Los Angeles, California 90012

The United States District Court is an Equal Employment Opportunity Employer

Applicants ***must*** submit a narrative statement addressing each factor listed below or the application will be rejected. Each factor should be addressed separately and include a description of the demonstrated experience that is directly related to the duties, responsibilities, and supplemental factors for this position.

1. Describe your progressive responsible clerical or administrative experience which provided a knowledge of legal procedure and/or legal pleadings. Include length of time and average number of hours per day performing these functions.
2. Describe your ability and work experience to professionally represent the court verbally and in writing.
3. Describe your work related experience in managing multiple priorities and high volume work.