



**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

<b>Position:</b>	Generalist Relief Clerk	<b>Opening Date:</b>	March 21, 2012
<b>Classification Level:</b>	CL 25/01 to 26/61	<b>Closing Date:</b>	April 10, 2012
<b>Salary Range:</b>	\$42,262 - \$ 75,689	<b>Number of Positions:</b>	One (or more)
<b>Location:</b>	Santa Ana, CA	<b>Vacancy Number:</b>	12-08

---

### POSITION OVERVIEW

The Court is recruiting for a well organized, detail oriented individual who likes the challenge of variety. The selected incumbent will provide a variety of relief functions for the Santa Ana Division. An eligibility list of qualified candidates will be developed from this recruitment to fill future vacancies.

Representative duties include, but are not limited to, the following:

- Perform relief functions for relief courtroom deputy clerks, records and procurement clerks, jury clerks, electronic court recorder operators, and the work of generalist clerks, which includes intake and docketing for both civil and criminal cases.
- Responsible for handling low numbers.
- Provide daily input to the Deputy-in-Charge and/or Assistant Deputy-in-Charge regarding areas in need of relief assistance.
- Perform other duties as assigned.

### QUALIFICATIONS

- High School diploma or equivalent.
- 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.
- Excellent time management skills.
- Skills in the use of computers.
- Type 45 wpm.
- Dependability and reliability.
- 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, reach, stand, 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.

## **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](http://www.cacd.uscourts.gov). As a condition of employment, the final candidate will be subject to an FBI fingerprint background check. The 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. Applicants scheduled to test should advise the Human Resources staff if any accommodation will be necessary to test and interview. The United States District Court is a smoke-free environment. Applicants must be a U.S. citizen or a lawful permanent resident of the United States currently seeking citizenship or intending to become a citizen after meeting the eligibility requirements. Applicants can download an application from our web site at [www.cacd.uscourts.gov](http://www.cacd.uscourts.gov). Applications 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.

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