



Sacramento, California
www.caed.uscourts.gov

Position Details

Job Grade: JSP 15/1-18/10

Salary Range: \$121,745 – \$174,000

Closing Date: 1/11/2013 4:00pm

How to Apply:

Materials must be received as e-mail attachments in either Word or PDF format sent to: CAED-HR@caed.uscourts.gov

Applicants must provide:

- 1) A cover letter that includes a reason why you are seeking the position and a brief summation of your personal leadership style and management philosophy
- 2) A chronological resume (including reason why each job listed was left)
- 3) Ending salary history
- 4) List of three professional references

Benefits:

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

For more information about benefits go to: USCourts.gov

Due to the planned retirement of the current Clerk of Court on May 3, 2013, the U.S. District Court - Eastern District of California is seeking applicants for the Clerk of Court position. The anticipated start date for employment will be on or after May 6, 2013.

The Clerk of Court is appointed by and serves under the direction of the judges of the court. As the executive officer of the Clerk's Office, the incumbent is responsible for managing the operational and administrative duties of the office and ensuring its compliance with statutory requirements.

Overview of the Court

The U.S. District Court - Eastern District of California serves 34 counties located in the fast growing Central and Northern interior of California. The court is headquartered in Sacramento with a large divisional office in Fresno and remote satellite offices in Bakersfield, Redding and Yosemite National Park. The bench of the court is comprised of 6 district judges, 4 senior judges, 12 full-time magistrate judges and 4 recalled magistrate judges. The Clerk's office is staffed with 98 employees (62 in Sacramento, 33 in Fresno and one in each remote location).

Minimum Qualifications

- Ten (10) years of progressively responsible experience in an administrative, professional, or technical position, that provided thorough knowledge of the concepts, principles and theories of organizational and human resources management. At least three (3) of the ten years must have been in a position with substantial management or supervisory responsibility, preferably within a court setting.
- Proven leadership skills that include an adaptable, engaging and constructive communication style.
- Proven problem solving abilities that demonstrate an ability to gather and analyze relevant data and work collaboratively with others.
- Ability to adapt to and lead changes in requirements and direction received from the court.
- Excellent written communication skills.
- Completion of a Bachelor's degree in public, business or court administration (or other related field) from an accredited college or university.

Court Preferred Qualifications

- Management experience gained while working in a federal court agency.
- Knowledge of legal terminology and federal court processes.
- Completion of a Law degree or Master's degree in public, business or court administration (or related field) from an accredited institution.
- Strong interest in and commitment to the mission of the federal courts.

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. Participation in the interview process will be at the applicant's own expense. As a condition of employment, the selected candidate must complete a 10 year background investigation including a credit check and FBI fingerprint check and will be subject to recheck every 5 years thereafter. Applicants must be U.S. citizens or eligible to work for the United States. Court employees are considered "at will" employees in the excepted service and may be terminated with or without cause by the court.