



TERRY NAFISI
DISTRICT COURT EXECUTIVE
AND CLERK OF COURT

WESTERN DIVISION
312 N. SPRING ST. SUITE G-8
LOS ANGELES, CA 90012

SOUTHERN DIVISION
411 W. FOURTH ST. SUITE 1053
SANTA ANA, CA 92701

EASTERN DIVISION
3470 TWELFTH ST. SUITE 134
RIVERSIDE, CA 92501

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT CENTRAL DISTRICT OF CALIFORNIA

Position:	Assistant Manager of Operations/Trainer - Magistrate Judge Courtroom Deputies
Classification Level:	CL 27/01 - CL 27/61
Salary Range:	\$51,158 - \$83,126
Location:	Los Angeles, California
Opening Date:	September 30, 2013
Closing Date:	October 11, 2013
Number of Positions:	One
Vacancy Number:	13-30

The United States District Court for the Central District of California is a federal trial court that serves seven counties and a population of approximately 18.7 million people, nearly half of the population of the State of California. The Court is the site of many high-profile trials. The District has three divisional offices located in Los Angeles, Santa Ana and Riverside, 28 authorized District Judges, 9 Senior Judges, 24 authorized Magistrate Judges, 1 authorized part-time Magistrate Judge in Santa Barbara.

POSITION OVERVIEW

The Assistant Manager of Operations/Trainer assumes the duties of the Manager of Courtroom Operations - Magistrate Judge Courtroom Deputies in his or her absence. The Assistant Manager of Courtroom Operations/Trainer is responsible for the supervision of the staff and the day-to-day operations of the assigned magistrate judge courtroom deputy group in the Western Division Clerk's Office. Responsibilities include, but are not limited to, schedule and coordinate court coverage; conduct audits of desk work; act as liaison between courtroom operations and criminal/civil intake departments to streamline work processes; recommend and assist in writing changes in policies and procedures, create and revise courtroom deputy manuals, supervision of the implementation of standardized administrative and courtroom procedures; prepare and quality control various reports of staff work product; prepare employee performance evaluations; assist in recommending the selection of staff and any personnel actions relative to employee status; leave tracking documentation; and handling public relations including meeting of dignitaries, bar presentations, and student tours. Additionally, the successful candidate will provide training to employees hired as magistrate judges courtroom deputies. Included among these responsibilities are the development and maintenance of a structured training program including preparation of training materials, weekly lesson plans, and a criteria for measuring trainees' progress. Training to be provided to employees hired as magistrate judge courtroom deputies will include in-court and out-of-court functions, time management, use of CM/ECF, Lotus Notes, Adobe Acrobat, automated forms, interpersonal skills, and continuing education for magistrate judges courtroom deputies. Travel will be required to provide training to the magistrate judge courtroom deputies throughout the district as needed. The Assistant Manager of Courtroom Operations/Trainer will perform other duties as assigned. The position reports to the Manager of Courtroom Operations - Magistrate Judge Courtroom Deputies.

OUR MISSION

Committed to providing support to the judges and equal access to the judicial process with fairness, impartiality, and personal integrity by providing service to all.

OUR VISION

Leading the nation
in service to justice.

*The United States District Court
is an equal opportunity employer.*

QUALIFICATIONS

To qualify, the successful candidate must have progressively responsible administrative, technical and professional experience in a court environment that provided an opportunity to gain skill in dealing with others in a person-to-person work relationship, to exercise mature judgment, to know the concepts, principles and theories of court management, the ability to problem solve and resolve conflict, and the ability to understand the managerial policies applicable to the court. Three years of supervisory or managerial experience is highly preferred. Additionally, the candidate must have two years of specialized experience that has provided the opportunity to acquire knowledge of the principles, functions, and processes of continuing professional education/training in an organizational setting. The individual should possess technical competencies which include adult learning theory, assessment techniques, Microsoft Office experience and appropriate use of a variety of training methods. Excellent verbal and written skills required, including the ability to make oral presentations. Excellent interpersonal skills and the ability to interface with all levels of management is required. In-depth knowledge of courtroom and court procedures required. Completion of a bachelor's degree is required; a degree in business, public administration, education, psychology, judicial administration or related fields is highly preferred. Applicant must possess at least one year of experience at or equivalent to a CL 26.

BENEFITS

The District Court is within the Judicial Branch of the United States Government and its employees are entitled to federal employees benefits such as a pension plan, retirement saving plan with excellent matching, group health insurance, life insurance, dental, vision, long term disability, long term care programs, flexible spending accounts, and generous paid time off. Training and professional development opportunity exist, funds permitting.

INFORMATION FOR APPLICANTS

The United States District Court requires employees to adhere to a code of conduct (go to <http://www.cacd.uscourts.gov/employment/code-conduct> to view). As a condition of employment, the final candidate will be subject to a 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. 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.

Go to:

<http://www.cacd.uscourts.gov/sites/default/files/documents/Job-Applications-AO-078-USDCCAC.pdf> to download the job application. Applications may also be obtained in the Human Resources Department at the address listed below, or by calling our 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
Refer to: Vacancy No. 13-30