



UNITED STATES DISTRICT COURT Central District of California

Position:	Clerk of Court
Position Type:	Full Time
Open To:	All Qualified Candidates
Classification Level:	JSP 16- JSP 18
Salary Range:	\$151,565-\$201,100
Location:	Los Angeles, California
Opening Date:	April 23, 2015
Closing Date:	May 22, 2015
Number of Positions:	One
Vacancy Number:	15-21

POSITION OVERVIEW

The United States District Court for the Central District of California, which serves more than 19 million people in seven counties, seeks a dedicated and experienced administrator to serve as Clerk of Court. The Clerk of Court supports the judges of the district by overseeing and leading the Court's extensive administrative and operational functions. The Clerk also assists in resolving complex and sensitive issues having a significant impact on the day-to-day functioning of the Court. The Clerk reports directly to the Chief United States District Judge and communicates regularly with the district and magistrate judges, and also interacts regularly with clerk's office staff; other court executive units; federal, state and local law enforcement agencies; the District's United States Attorney and Federal Public Defender; the Administrative Office of the U.S. Courts, Office of the Ninth Circuit Executive, and the Federal Judicial Center; bar associations; and the media. Travel and public speaking are part of the work of the Clerk.

The Central District of California is one of the largest federal courts in the nation. The District has three divisional locations, Los Angeles, Santa Ana, and Riverside, 28 authorized District Judges, 7 Senior Judges, 24 Magistrate Judges, 1 part-time Magistrate Judge, 152 judicial staff, and 240 clerk's office staff.

REPRESENTATIVE RESPONSIBILITIES

- Consulting with, making recommendations to, and implementing the decisions of the judges regarding court policies and procedures;
- Directing staff responsible for the processing of civil and criminal cases, the issuance of process, and the maintenance of official records in the custody of the court;
- Managing the jury operations of the court and making recommendations as required to improve juror utilization;
- Preparing and submitting the annual budget to the Court for approval; managing and monitoring the budget throughout the fiscal year;
- Hiring, assigning, managing, and disciplining personnel as well as designing and managing training programs;
- Directing staff responsible for the court's financial functions including purchasing, juror payments, and accounting;
- Managing staff responsible for automation and information technology services, statistical analysis and reporting requirements, inventory control, and human resources management;

- Supervising the preparation of special studies when requested by the Court and preparing statistical and narrative reports; and
- Working with members of the bar, the public, and government agencies on a variety of issues related to delivery of court services.

QUALIFICATIONS

Minimum Qualifications: To be qualified for appointment as Clerk of Court, a candidate must have a minimum of 10 years of administrative experience in public service or business that provides a thorough understanding of organizational, procedural, and human aspects of managing an organization. This experience should also reflect an increase in responsibility during the 10-year period as the result of attaining new positions or responsibilities. At least three of the 10 years must have been in a position that required substantial management responsibility. Active practice of law in either the public or private sector may substitute for the management or administrative experience required on a year-for-year basis.

Required Experience: The candidate must be experienced in managing multiple complex tasks with competing deadlines, and have excellent communication and interpersonal skills with a wide range of persons. The candidate should have relevant experience in building management and space planning. The candidate must be fluent in the use of technology, including mastery of Microsoft Office Suite and familiarity with WordPerfect. The candidate must be knowledgeable and experienced with the operation and maintenance of an electronic case filing system.

Preferred: The candidate should be skilled in leading, motivating, and overseeing a large and diverse workforce. The candidate should be experienced with all aspects of court services, including direct customer services, performance of administrative tasks, and should be familiar with court governance policies.

BENEFITS

- An opportunity to serve in a rewarding public service position, providing support to judges and helping ensure equal access to the judicial system.
- Paid vacation and sick leave; 11 paid holidays per year.
- Extensive health, life, dental, vision, disability, and long term care insurance plans.
- Both a defined benefit pension plan and a matching and tax-deferred 401K plan.
- Extensive on-line training options. Travel reimbursement for in-person training and professional conferences available, funds permitting.
- Federal court employees can join the Federal Court Clerks Association, a national, professional court organization founded in 1922.
- The United States District Court is a smoke-free environment.

APPLICATION PROCESS

1. To be assured consideration, please submit a cover letter (include vacancy number), resume, narrative statement (see below), and **completed application** (visit the court's website at www.cacd.uscourts.gov to download the job application). All four documents should be submitted to Apply_CACD@cacd.uscourts.gov by the close of business Friday, May 22, 2015. **Incomplete submissions may not be considered.** E-mail documents must be in WordPerfect, Word or PDF format. Zip files and faxes will not be accepted. Due to the volume of applications anticipated the court will only communicate with those applicants who will be interviewed.

Applicants scheduled to interview should advise the Human Resources staff if any accommodation will be necessary. As a condition of employment, the selected candidate must successfully complete a ten-year background investigation, and will be subject to subsequent re-investigations every five years, as well as regular performance assessments.

2. 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.
 - a. Describe your education or progressively responsible administrative experience that demonstrates knowledge of legal procedure and familiarity with legal documents. Include the length of time and average number of hours per day using these skills or education.
 - b. Describe your abilities and work experiences exemplifying your oral and written skills.
 - c. Describe your work-related or life experiences in managing multiple priorities and a high volume of work.

The Federal Judiciary is an Equal Employment Opportunity Employer

The successful candidate 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. As a condition of employment, the final candidate will be subject to a FBI fingerprint background check; with periodic reinvestigation, if applicable. Retention depends on a favorable suitability determination. All appointments are subject to mandatory electronic fund transfer. 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. More than one vacancy may be filled with this announcement.