



UNITED STATES DISTRICT COURT Central District of California

Position:	CRD/Case Administrator/District Judge Courtroom Deputy
Classification Level:	CL 26/27
Salary Range:	\$61,432 - \$109,698 (Total compensation w/ employer paid benefits approximate range: \$104,188 to \$186,047)
Location:	Los Angeles, California
Opening Date:	July 8, 2024
Closing Date:	Open Until Filled (Preference given to applications received by July 22, 2024)
Number of Positions:	One or more
Vacancy Number:	24-31

POSITION OVERVIEW:

The United States District Court and the Probation and Pretrial Services Office is recruiting for one or more well-organized, detail-oriented individual(s) who like the challenge of variety and possesses excellent time management skills. The incumbent manages the judicial officer's caseload and provides courtroom and other assistance through management of court calendars, attending court proceedings, recording pertinent results for minutes and drafting judgments. Incumbent will perform data quality control on electronically filed documents by attorneys and perform limited docketing of orders and other documents for chambers staff. This position reports to the Courtroom Deputy Supervisor.

REPRESENTATIVE DUTIES:

- Maintains control of the cases assigned to the judicial officer by assisting in the management of the judicial officer's case load, including calendaring and regulating case movement/management; monitoring filing of pertinent documents and timely responses to judicial orders; and setting dates and times for hearings and trials;
- Reviews information relating to pending cases to ensure that all records and reference material are available for use by the judicial officer and attorneys;
- Acts as a liaison among the Clerk's Office, attorneys, U.S. Probation and Pretrial Services, Bureau of Prisons, U.S. Marshals Office, U.S. Attorney's Office, pro se litigants, other government agencies, and judges to ensure that cases proceed smoothly and efficiently;
- Serves as primary source of information on scheduling hearings, trials, use of courtroom equipment and other case processes;
- Attends court sessions, hearings, and conferences. Assists with the orderly flow of proceedings including, but not limited to, setting up courtrooms, scheduling, conducting and troubleshooting court hearings by video and telephone using platforms such as Zoom, Microsoft Teams and telephonic technology, assuring presence of all necessary participants, managing exhibits, opening court, and issuing oaths. Takes notes on proceedings and rulings, and prepares minute entries and electronically files the same;
- Impanels and administers oaths to jurors; acts as liaison with the jury clerk for ordering and cancellation of juries; keeps required records during trial, including managing, marking and returning of exhibits;
- Monitors the entry of judgments and other actions on the docket;
- Keeps the judge and chambers staff informed of case-related developments and communicating with attorneys and pro se litigants regarding procedural and scheduling matters;
- Performs backup and coverage duties for District Judge courtroom deputies, as required;
- Reviews, monitors and tracks cases and statistical reports for necessary action;
- Reviews the quality of electronically filed documents to determine conformity with appropriate rules, practices and court requirements;

- Dockets orders and other documents;
- Generates deadlines and deficiency notices of missing or erroneous documents;
- Assists chambers staff with electronic filing; and
- Performs other Clerk's Office duties as assigned.

SKILLS/QUALIFICATIONS:

Candidates must be a high school graduate or equivalent. To qualify at a CL-26, candidates must possess at least one year of specialized experience equivalent to work at CL-25. To qualify at a CL-27, candidates must possess at least one year of specialized experience equivalent to work at CL-26. The successful candidates will qualify at a CL-26 during training and while performing duties as a substitute Courtroom Deputy. To qualify at a CL-27, a courtroom deputy case administrator must be permanently assigned to a District Judge. Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software or equipment for word processing, data entry or report generation. Such experience is commonly gained in clerical and administrative support positions found in law firms, legal counsel offices, state or federal courts, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

The successful candidate must possess:

- Software/Videoconferencing - Proficiency with Word, Excel, Power Point, SharePoint, Adobe Acrobat, Outlook, Zoom and Microsoft Teams. Ability to organize and maintain electronic files in a web-based environment.
- Hardware - Voice Over Internet Protocol (VoIP) phones, multifunction printers, telephonic recorders, and Electronic Visual Evidence Presenters. Experience with CM/ECF, the electronic case filing system used in federal courts;
- Knowledge and understanding of policies and procedures of the Court, and of the federal and local rules;
- Excellent oral and written communication skills;
- Excellent interpersonal and customer service skills;
- Ability to interact with a wide variety of people tactfully and courteously;
- Ability to work effectively as part of a team, providing assistance to co-workers and demonstrating a willingness to complete a wide variety of tasks as needed;
- Ability to multitask under strict deadlines;
- Strong organizational skills and the ability to prioritize work;
- Ability to consistently demonstrate sound ethics and judgment;
- Strong attentiveness to detail;
- Knowledge of skill in the use of applicable automated systems; and
- A professional appearance, demeanor, and conduct appropriate a court environment.

PREFERRED QUALIFICATIONS:

- A college degree or paralegal certificate is preferred.
- Prior courtroom experience.

PHYSICAL REQUIREMENTS:

Work is primarily performed in an office setting or a courtroom. Some lifting of boxes, moving of exhibits and court records is required. The position requires the ability to sit in court during court proceedings for prolonged periods of two to three hours at a time.

BENEFITS

In addition to salary, the federal government's benefits equate to no less than 33% of an employee's total compensation (see Total Compensation sample below). Federal employees are entitled to federal benefits such as health, dental, vision, life insurance, long-term disability insurance, long-term care insurance and flexible spending accounts. Participation in a defined benefit plan the Federal Employees Retirement System-Further Revised Annuity Employee (FERS-FRAE), and up to 5% matching contributions on retirement savings through the Thrift Savings Plan (401k equivalent). Generous accrual of paid time vacation and sick leave and 11 paid holidays per year. Paid parental leave after meeting eligibility requirements. Eligible for the Public Student Loan Forgiveness (PSLF) program on eligible student loans. Commuter subsidies for public transportation to and from work. Extensive online training options and in-person training and professional conferences, funds permitting.

Employer Provided Benefits - Total Compensation Approximation Sample (For Illustration Purposes Only)	
Sample Annual Salary	\$ 60,000.00
Retirement Benefits	\$ 17,760.00
Health/Life Insurance & Commuter Reimbursement	\$ 15,494.00
Paid Time-Off (Holidays & Accrued Leave)	\$ 8,538.00
Total Compensation	\$101,792.00

INFORMATION FOR APPLICANTS:

Must be a U.S. citizen or a lawful permanent resident with authorization to work in the United States who is currently seeking U.S. citizenship or intending to become a U.S. citizen immediately after meeting the eligibility requirements. As a condition of employment, the successful candidate is required to undergo an FBI background check. The Federal Financial Reform Act requires direct deposit of federal wages for employees. The United States District Court and the Probation and Pretrial Services Office requires employees to adhere to the Code of Conduct for Federal Judicial Employees, which is available on the Court's website: www.cacd.uscourts.gov.

HOW TO APPLY:

Applications should be submitted to apply_CACD@cacd.uscourts.gov. Documents must be in Microsoft Word or PDF format, and the email should reference the vacancy number. Complete applications must include the following:

1. a cover letter;
2. a resume; and
3. an application for Federal Branch Employment (visit the court's website at www.cacd.uscourts.gov to download the job application).
4. 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 progressive responsible clerical and 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.
 - b) Describe your ability and work experience to professionally represent the court verbally and in writing.
 - c) Describe your work-related experience in managing multiple priorities and high-volume work.

Applicants scheduled to interview should advise the Human Resources staff if any accommodation will be necessary to interview.

The Court reserves the right to modify the conditions of this announcement, commence interviews immediately, withdraw the announcement, or fill the position at any time, any of which actions may occur without notice.

The Federal Judiciary is an Equal Employment Opportunity Employer