



UNITED STATES DISTRICT COURT Central District of California

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| Position: | Data Quality Analyst |
| Classification Level: | CL 25 |
| Salary Range: | \$55,776 - \$90,660 (Total compensation w/ employer paid benefits approximate range: \$94,596-\$153,759) |
| Location: | Los Angeles, California |
| Opening Date: | October 4, 2024 |
| Closing Date: | Open Until Filled (Preference given to applications received by October 18, 2024) |
| Number of Positions: | One or more |
| Vacancy Number: | 24-42 |
| Job Type: | Full-Time |

POSITION OVERVIEW:

The United States District Court and the Probation and Pretrial Services Office for the Central District of California is excited to announce an opening for one or more Data Quality Analyst(s) to join our Case Processing team. Data Quality Analysts play a crucial role in upholding the integrity of the judicial process. The Data Quality Analyst is responsible for the accurate and timely docketing of court orders and manages the progression of cases through to final disposition. Additionally, the Data Quality Analyst performs quality control of electronic filings from attorneys and self-represented litigants to determine conformity with the Court's Local Rules and Federal Rules of Civil and Criminal Procedure, taking appropriate action as needed to maintain the accuracy and completeness of the Court's dockets. This vital role reports directly to the Case Processing Supervisor and offers an opportunity to make a meaningful impact within the judicial system. Joining this dedicated team means contributing to excellence in case processing and supporting the integrity of the Court's operations.

REPRESENTATIVE DUTIES:

- Review electronically filed case-initiating documents for deficiencies, assign judges to new cases, and prepare and issue clerk's notices to counsel.
- Open cases in the Court's Case Management/Electronic Case Filing "CM/ECF" system received by mail or in-person through the Court's intake department.
- Make summary entries of civil, criminal, and appeal-related documents and proceedings on the docket.
- Close cases upon receipt of terminating documents, such as judgments and closing orders.
- Maintain the accuracy and completeness of case dockets.
- Upon docketing orders to transfer cases to another court, transmit the appropriate records to the transferee court.
- Verify California State Bar status for attorneys seeking admission to the Bar of the Court and for attorneys already admitted to the Bar of the Court, perform quality control on applications to appear Pro Hac Vice and to be admitted to the Bar of the Court, and update attorney records in CM/ECF as needed.
- Perform quality control on electronic filings by attorneys and pro se litigants, ensuring filings are in conformity with Local Rules and the Federal Rules of Civil and Criminal Procedure, issue

deficiency notices, ensure appropriate entries are linked for proper case management; and verify that appropriate event codes are selected.

- Issue summonses and writs.
- Docket orders issued by judges and work closely with Courtroom Deputy Clerks assigned to District Judges and those assigned to Magistrate Judges to ensure the docket accurately reflects the judges' orders.
- Monitor email inbox receiving undeliverable notices of electronic filing from CM/ECF and update attorney records as needed.
- Respond to inquiries from judges, judicial staff, clerk's office staff, agencies, the public, and the bar regarding court procedures and case status.
- Assist attorneys and court staff with electronic case filings.
- Perform other duties as assigned.

REQUIRED QUALIFICATIONS:

- Applicants must have a high school diploma or equivalent.
- Minimum two years of specialized experience. Specialized experience is progressively responsible clerical or administrative work, including the use of legal terminology, the application of a body of rules, regulations, directives, or laws. Such experience is commonly encountered in law firms, legal counsel offices, insurance companies, state and federal courts, real estate, and insurance companies.
- Excellent customer service skills.
- Excellent verbal and written communication skills.
- Ability to communicate effectively with a variety of people.
- Excellent organization and time management skills.
- Ability to successfully manage multiple competing priorities while processing a high volume of work with attention to detail and a high level of accuracy.
- Experience which reflects the ability to work under pressure and deal with change.
- Ability to perform detail-oriented work with limited supervision.
- Excellent spelling, grammar, and proofreading skills.

PREFERENCES:

- Experience in working with Microsoft Office and Adobe Acrobat products.
- Knowledge of and skill in working with the Case Management/Electronic Filing (CM/ECF) System.
- Ability to type at least 45 words per minute.
- College degree.

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) | |
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| 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 |

PHYSICAL REQUIREMENTS:

The physical demands of the job involve prolonged periods of sitting while working on a computer. Some lifting of boxes may be required, up to 40 pounds. Work is performed in an office setting.

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. Cover Letter – Address how your background, skills, and experience meet the qualifications listed
2. Resume – Include key career accomplishments
3. An application for Federal Judicial Branch Employment (AO78) (please visit the Court's website at <http://www.cacd.uscourts.gov/employment> to download the AO78 application form).

Due to the volume of applications received, the Court will only communicate with those individuals who will be interviewed. Applicants scheduled to interview should advise the Human Resources staff if any accommodation will be necessary to interview. Unfortunately, the Court is unable to reimburse applicants for any travel or parking costs.

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