



**SUSAN SOONG**  
Clerk of Court

**San Francisco Division**  
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San Francisco, CA 94102

**Oakland Division**  
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Oakland, CA 94612

**San Jose Division**  
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San Jose, CA 95113

**Eureka-McKinleyville  
Division**  
3140 Boeing Avenue  
McKinleyville, CA 95519

#### CAND MISSION

The mission of the Clerk's Office of the United States District Court for the Northern District of California is to support, defend and preserve the Constitution of the United States by:

- Serving and supporting the court
- Providing access to the court
- Maintaining the records of the court
- Providing information about the court
- Performing our mission with a commitment to excellence

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

# CAREER OPPORTUNITY

## UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF CALIFORNIA

Position: Intake/Docket Clerk

Classification Level: CL-25

Salary Range: \$49,918 - \$81,160, Depending upon Experience and Qualifications

Location: San Francisco, CA

Opening Date: August 26, 2019

Closing Date: Open Until Filled (priority consideration given to applications received by September 9, 2019)

### POSITION OVERVIEW

Intake Clerks are responsible for processing incoming filings in accordance with applicable rules and procedures. Promptly responding with accuracy and knowledge to inquiries on case status and procedures. Promoting compliance with court procedures by clearly and appropriately communicating with internal and external court customers. Representative duties include:

- Assignment of new civil, criminal and miscellaneous cases, as well as reassigned cases. Run and review QC report for Attorney Filed New Cases and takes appropriate action to assign case or address deficiencies.
- Perform daily review of Docket Activity Reports and performs quality assurance on such reports and annotates any action taken. Ensures that documents are properly linked and deadlines are correctly set, rescheduled and satisfied.
- Affix appropriate stamp to originals and copies of papers and routes to appropriate destination.
- Effectively verifies all party, dollar amount, appearance dates, etc... prior to issuing summons, assorted writs and abstracts.
- Receive, screen and refer telephone and in-person callers. Answers general inquiries from reference materials.
- Perform primary cashiering duties in accordance with established internal control policies.
- Maintain front desk office supplies; meters mail and processes interoffice mail/shipments.

Docket Clerks perform various functions and are responsible for docketing, maintaining and processing case information, and managing the progression of cases to final disposition, in accordance with approved internal controls, procedures, and rules. Docket Clerks at this level are fully proficient at managing the progression of cases to final disposition. They are responsible for noticing, managing the progression of cases, maintaining official case records, monitoring the completion of required procedural steps, reviewing filed documents to determine conformity and taking appropriate action, ensuring that all orders are automated entries are appropriately and accurately docketed, and making summary entries on the docket of all documents and proceedings.

- Make summary entries of documents and proceedings. Receive and docket terminating document. Perform quality control on chambers and attorney-docketed entries. Prepare

and distribute clerk's notices and deficiency notices. Set schedules for briefing and record preparation.

- Accept, review and process documents. Review filed documents to determine conformity and take appropriate action and follow up with rules, practices and filing requirements. Prepare correspondence regarding file inquires, docket sheets, and other file request information. Check for prior or prohibited filing. Monitor for release of exhibits and sealed documents. Verify and issue summons.
- Process notices of appeals, and appeal-related documents. Process opinions and close appeals.
- Perform criminal and civil docketing making summary entries on all documents and proceedings.
- Provide information to public, bar, and the court.
- Transmit records to appropriate court. Ensure event codes are entered accurately.
- Operate a variety of copying and records equipment. Answer and route incoming calls. Provide basic information to public, bar, and the court.
- Other duties as assigned.

## QUALIFICATIONS

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### Minimum Qualifications

The successful applicant must have two years specialized experience, including at least one year specialized experience at or equivalent to CL-24. For placement at salary levels above minimum up to and including step 25, (considering court-preferred skills and an evaluation of quality of experience), the successful applicant must have at least two years specialized experience equivalent to work at CL-24. **Specialized Experience** is progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or personnel/payroll operations.

### Preferred Qualifications

- Ability to communicate effectively with a variety of people with a positive, upbeat manner.
- Ability to do detail-oriented work with limited supervision.
- Experience which reflects the ability to work under pressure and deal with change.
- Demonstrable ability to successfully manage multiple competing priorities.
- Knowledge of and skill in working with databases and other typical office software programs.
- Proven analytical reasoning skills and sound judgment.
- Prior federal court experience.
- Excellent verbal and written communications skills.
- Excellent organization and time management skills.
- Excellent spelling, grammar, and proofreading skills.
- Bachelor's Degree

## COMPENSATION AND BENEFITS

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Compensation will be set based on experience and qualifications pursuant to the policies and guidelines set forth in the CPS Salary Plan. Employees qualify for retirement plans, federal

employee's group health insurance, life insurance, dental/vision insurances, and flexible benefits.

## **INFORMATION FOR APPLICANTS**

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The successful candidate for this position is subject to a FBI fingerprint check and background investigation (employment will be provisional and contingent upon the satisfactory completion of the required background investigation), will be required to adhere to a code of conduct (which is available upon request) and is subject to mandatory direct deposit of federal wages. The court is not authorized to reimburse travel expenses for interviews or relocations.

**Interviewing Non Citizens and Making Offers of Future Employment:** Non citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below.

Under 8 U.S.C. §1324b (a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application).

Where appropriate and necessary, the court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Unit of the Clerk's Office at 415-522-2147. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

The United States District Court for the Northern District of California is an Equal Opportunity Employer.

## **APPLICATION PROCEDURE**

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**Applicants must submit the following: 1. Cover Letter, 2. Resume, and 3. Three professional references.**

To be considered for this position, visit our agency website at <https://www.governmentjobs.com/careers/uscourtsand> to submit the online application, along with the above-listed documents. Attachments should be submitted as Microsoft Word (DOC) or Adobe Acrobat (PDF) files. Other formats are not acceptable.

Applications will be considered complete when the online application and all required attachments, in the appropriate format, are received by the Human Resources Unit. Applications and/or attachments received after the closing date may not be considered.