



**UNITED STATES BANKRUPTCY COURT**  
**NORTHERN DISTRICT OF CALIFORNIA**

[www.canb.uscourts.gov](http://www.canb.uscourts.gov)

## **Generalist Clerk**

### **TEMPORARY**

<b>Announcement:</b>	MUL01-25	<b>Opening Date:</b>	7/10/2025
<b>Temporary Assignment:</b>	Begins as soon as possible and ends October 3, 2025	<b>Closing Date:</b>	Until filled
<b>Location:</b>	Work in one of our offices (San Francisco, Oakland, or San Jose)	<b>Positions available:</b>	Multiple
<b>Salary Range:</b>	CL 23, \$49,953 - \$81,211 Salary depends upon experience, qualifications.		

The United States Bankruptcy Court for the Northern District of California seeks a Generalist Clerk who will embrace a temporary opportunity. This is an entry level operational court support position located in the Bankruptcy Court Clerk's Office. The Generalist Clerk performs various functions including maintaining and processing case information in accordance with approved internal controls, procedures, and rules. The Generalist Clerk receives and reviews incoming court documents for conformity with federal and local rules and performs customer service for the purpose of providing procedural information and collecting court fees.

#### **REPRESENTATIVE DUTIES:**

- Assist in the receipt and review of incoming documents to determine conformity with appropriate rules, practices, and/or court requirements. Route documents to proper staff after acceptance.
- Assist in the collection of appropriate fees, assign case numbers, and randomly assign judges to cases.
- Provides information to a wide variety of people within and outside the court.
- Assist in entering certain types of documents and proceedings on the docket and create and/or update certain matrix mailing lists, including addresses and nature of addresses.
- Receive and process incoming and outgoing mail.
- Perform other duties as assigned.

## **REQUIRED QUALIFICATIONS:**

- Two years of general clerical office experience.
- High School graduation or equivalent.

## **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.
- Ability to successfully manage multiple competing priorities, work under pressure and deal with change.
- Knowledge of and skill in working with databases and other typical office software programs.
- Excellent verbal and written communications skills.
- Excellent organization and time management skills.

## **APPLICATION INSTRUCTIONS**

Qualified candidates are invited to apply by emailing the following to [jobs@canb.uscourts.gov](mailto:jobs@canb.uscourts.gov). The email subject line should reference the **Generalist Clerk** position and the location preference (Oakland, San Francisco, San Jose).

1. A cover letter detailing relevant experience and how they meet the qualifications for the position.
2. A résumé.

The court may close this announcement at any time, and it is therefore recommended that applications be submitted as soon as possible. Only applicants who are selected for interviews will be contacted by the court. Applicants selected for the initial interview will be required to submit three professional references. Relocation expenses will not be reimbursed. Applicants selected for interviews must travel at their own expense.

Applicants who are non-United States citizens must meet the requirements for federal 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).

As a condition of employment, the selected candidate must complete a background check. The position is subject to the mandatory electronic direct deposit of salary payment (i.e. Direct Deposit). All court employees are *at will*, and therefore the selected candidate may be removed from this position at any time if the selected candidate fails to perform at a satisfactory level. In addition, employees are required to adhere to the [Code of Conduct for Judicial Employees](#).

The court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which

action may occur without any prior written notice. The court will only communicate with those qualified applicants who are selected for interview. If you are not notified, another applicant was selected.

***The United States Bankruptcy Court is an Equal Employment Opportunity Employer.***