



Temporary Public Services Clerk 1

U.S. Bankruptcy Court Southern District of California

LOCATION: San Diego, California
SALARY RANGE: CL-24 \$51,062 - \$ 82,995 depending on qualifications.
OPENING DATE: Wednesday, July 01, 2026
CLOSING DATE: Open until filled, with priority given to applications received by Friday, July 31, 2026

The U.S. Bankruptcy Court for the Southern District of California, located in downtown San Diego, is seeking highly qualified candidates for a full-time, temporary entry-level Public Services Clerk position. This position provides customer service, cashier, and case processing support by receiving, reviewing, filing, and docketing court documents in accordance with federal and local rules. The incumbent also provides procedural information to the public, collects court fees, and maintains accurate court records and case files.

Representative Duties

- Receive, review, stamp, scan, and distribute incoming court documents, checking each document for conformity with federal and local rules. Check for prior or prohibited bankruptcy case filing, certify court documents, and verify and issue summons. Sort and process mail.
- Provide quality customer service by answering and routing incoming calls and furnishing basic information to the public, bar, and the court, without giving legal advice.
- Inform customers of required fees, receive cash payment or process credit card payments, issue receipts, secure funds in cash register drawer, and balance the cash register drawer each day.
- Open bankruptcy cases in a case management system known as CM/ECF, input initial case opening events into the CM/ECF system, and check electronic data for quality assurance.
- Operate a variety of copying and records equipment, assist the public in use of computerized databases, and maintain closed cases archive information.
- Prepare, ship, and retrieve records from the appropriate Federal Records Center.

Minimum Qualifications

To qualify for the position of Public Services Clerk 1, an applicant must have:

- A high school diploma or equivalent.
- Two years general work experience, which includes a significant amount of customer/public interaction.
- One year full-time experience in an office or administrative environment requiring the regular application of clerical procedures and involving the routine use of specialized terminology and software for word processing/data entry. Such experience is commonly encountered in law firms, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.
- Candidates must possess exceptional communication skills, as this position requires frequent contact with a wide variety of individuals, both within and outside of the Judiciary.

Perferred Qualifications

- Completion of a Bachelor's Degree.

Employee Benefits

The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Court employees are covered by the Court Personnel System (CPS). Court employees are considered at-will and are not covered by federal civil service classifications or regulations. Court employees are, however, entitled to the same benefits as other federal employees. These benefits include:

- 13 days paid vacation for the first 3 years employment, 20 days after 3 years, 26 days after 15 years;
- 13 days paid sick leave per year;
- 12 paid holidays per year;
- Choice of medical, dental and vision coverage from a wide variety of plans;
- Federal Employees Life Insurance;
- Federal Employees Retirement System;
- Tax deferred retirement savings and investment plan under the Thrift Savings Plan;
- Flexible Spending Program; and
- Employee parking, subject to availability. Commuter Benefit Program may be an option if funding is available;

Please visit <http://www.uscourts.gov/careers/benefits> for additional information on benefits.

Information for Applicants

The selected candidate(s) will be:

- Subject to a background check as a condition of employment.
- Applicants must be U.S. citizens or eligible to work in the United States; and
- Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

How to Apply

Qualified candidates must submit a cover letter and resume as a single PDF file via email to hr_casb@casb.uscourts.gov. Name the file "Last Name, First Name – Public Services" (e.g., Smith, John – Public Services).

Preference given to those who apply by Friday, July 31, 2026.

The United States Bankruptcy Court reserves the right to amend the conditions of this job vacancy announcement, or to withdraw the announcement at any time without prior written or other notice.

The United States Bankruptcy Court for the Southern District of California is an equal opportunity employer.