



Office of Human Resources  
U.S. District Court  
Western District of Texas  
727 E. Cesar E. Chavez Boulevard, Suite A-403  
San Antonio, Texas 78206

**Job #12-07**

<b>Position:</b>	<b>Magistrate Judge Courtroom Deputy</b>
<b>Opening Date:</b>	<b>January 20, 2012</b>
<b>Closing Date:</b>	<b>February 3, 2012</b>
<b>Classification Level:</b>	<b>Up to CL27 (salary commensurate with experience)</b>
<b>Location:</b>	<b>San Antonio, Texas</b>

The United States District Court is currently accepting applications for the position of Magistrate Judge Courtroom Deputy in San Antonio, Texas.

**Description of Duties:**

The Magistrate Judge Courtroom Deputy maintains records of all cases or case-related actions assigned to the magistrate judge; opens files and prepares documents, such as judgments, notices, bonds, etc.; examines all papers filed in an action assigned to a magistrate judge to insure conformity with the federal rules, as well as policies and procedures of the clerk's office and magistrate judge's chambers; screens motions for readiness for judicial review; calendars and regulates the movement of case-related matters by scheduling or resetting dates and times for conferences, hearings, and trials, notifying counsel accordingly; prepares calendars; confers with attorneys, acting as liaison between the judge and counsel; provides information to attorneys on the special procedures of the judge, answers procedural questions, and assists with compliance; provides information to the public; maintains a presence in the courtroom during all hearings and records hearings and rulings for minutes of the court; maintains exhibits; uses computer to docket pleadings in magistrate judge's cases; and performs other duties as assigned.

**Minimum Qualifications:**

To qualify for the position at a CL26, one year of specialized experience at the CL25 is required. To qualify for the position at a CL27, two years of specialized experience with one year at the CL26 is required. Specialized experience is proven knowledge of legal procedures and/or legal pleadings. Candidate must have excellent organizational and customer service skills, and be able to communicate effectively with others, both orally and in writing. Must be able to process a high volume of paperwork and have the ability to handle more than one task at a time. Data entry skills required. Availability for overtime and overnight travel is required.

**Application Procedure:**

Qualified applicants should submit a letter of interest (include job title and number 12-07), detailed resume, salary history and classification level/step (where applicable), daytime telephone number, and e-mail address to [Lorre\\_Kukla@txwd.uscourts.gov](mailto:Lorre_Kukla@txwd.uscourts.gov).

**Applications must be received no later than February 3, 2012. No late applications will be considered.**

The United States District Court is an Equal Opportunity Employer.