

***** CAREER OPPORTUNITY *****



**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF TEXAS**

Position Title:	Courtroom Deputy #12-04
Location:	Dallas, Texas
Closing Date:	Open until filled
Starting Salary/Range:	\$41,169 - 78,883 (CL26/27)*

**Depending upon qualifications and experience*

POSITION OVERVIEW:

The United States District Court for the Northern District of Texas is recruiting for the position of Courtroom Deputy to a District Judge. This position is located in the U.S. District Clerk's Office in Dallas, Texas. Duties of the Courtroom Deputy include, but are not limited to: performing case management to assist the judge and judicial staff with case progression; providing courtroom assistance, including operating electronic courtroom equipment and training attorneys to use the equipment properly; informing parties of the status of cases; completing monthly civil and criminal statistical reports; taking notes of proceedings and rulings, preparing minute entries and orders, and entering same on the docket; and coordinating juries. The incumbent also serves as a liaison among the clerk's office, the bar, federal and state agencies, and the judge to ensure that cases proceed smoothly and efficiently.

REPRESENTATIVE DUTIES:

- Manages judge's cases by calendaring, including distributing and monitoring deadlines, filing of pertinent documents, and timely responses to judicial orders.
- Serves as primary source of information on scheduling conferences, hearings, trials, and other case processes.
- Keeps the judge and immediate staff informed of case progress. Assists the judge and parties in jury selection and maintains records.
- Coordinates hearings. Assists in the accurate statistical reporting requirements of the Administrative Office. Reviews the quality of electronically filed documents, ensuring that all orders and automated entries are appropriately and accurately docketed; and makes summary entries on the docket of all documents and proceedings.

QUALIFICATIONS:

To qualify, a candidate must have three years specialized court experience or equivalent work experience in a professional environment at a CL-25 pay grade or higher. A degree in business, public administration, law, or a related field is preferred. The candidate must possess strong organizational, analytical, and verbal and written communication skills and must display a professional demeanor at all times. Solid computer skills are required, including proficiency in the use of WordPerfect. Experience using electronic presentation equipment is desirable.

BENEFITS:

Employees of the U.S. District Court are entitled to benefits which include participation in the Federal Employees Retirement System, choice of a health benefit plan from several options, life insurance, annual/sick leave, federal holidays, and periodic salary increases. This position is subject to mandatory Electronic Funds Transfer for payment of net pay.

OTHER:

The successful candidate will be expected to complete criminal docketing, civil docketing, and Courtroom Deputy training. Work in excess of scheduled hours will be required periodically. Scheduled time off must be arranged around the judge's schedule.

The final candidate will be subject to criminal history and financial background investigations by law enforcement agencies, which include FBI fingerprinting. The applicant must be a United States citizen or a lawful permanent resident (i.e., green card holder) who is seeking citizenship.

Qualified applicants may submit a detailed resume and salary history to:

Human Resources - #12-04

Human Resources Manager

United States District Clerk's Office

1100 Commerce Street, # 1452

Dallas, TX 75242

Fax: (214) 753-2247

Email: humanresources@txnd.uscourts.gov

**** The Court is an Equal Opportunity Employer ****

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position without prior notice. The U.S. District Court requires employees to adhere to a Code of Ethics and Conduct. The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify our human resources representative. The decision on granting reasonable accommodations will be made on a case by case basis.