



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 #12-16a

Position:	Magistrate Judge Courtroom Deputy
Opening Date:	May 29, 2012
Closing Date:	June 15, 2012
Classification Level:	Up to CL27/Step 25* ~ up to \$57,408 (salary commensurate with experience) <i>*Transfers within the Judiciary will be considered for a salary match within the CL-27</i>
Location:	Del Rio, Texas

The United States District Court is currently accepting applications for the position of Courtroom Deputy to a United States Magistrate Judge.

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:

Position requires at least 4 years of recent clerical or administrative experience preferably in a criminal environment to include proven knowledge of legal procedures and/or legal pleadings. Associates Degree or higher is preferred. 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 occasional overnight travel is required.

Application Procedure:

Qualified candidates may apply by mailing a cover letter (include job title and number listed above), detailed resume, salary history or classification level, and an e-mail address and daytime telephone number to:

United States District Court
ATTN.: Human Resources
727 E. Cesar E. Chavez Blvd., Suite A-403
San Antonio, Texas 78206

Applications must be received no later than June 15, 2012. No late applications will be considered.

The United States District Court is an Equal Opportunity Employer.