

*** CAREER OPPORTUNITY ***



UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF TEXAS

Position Title:	Courtroom Deputy #15-06
Location:	Dallas, Texas
Closing Date:	Open until filled
Starting Salary/Range:	\$45,076 - \$80,494 (CL-26/27)*

*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 United States District Judge. This position is located in the U.S. District Clerk's Office in Dallas, and reports to the Dallas Division Manager. The duties involve managing the judge's criminal caseload, attending and logging proceedings and processing orders. This position entails a high level of knowledge and complexity regarding court and courtroom operations.

REPRESENTATIVE DUTIES:

- Performs case management to assist the judge and judicial staff with case progression.
- Provides courtroom assistance, including operating electronic courtroom equipment and training attorneys to use the equipment properly.
- Receives visitors in chambers, answers telephones, and responds to correspondence as directed.
- Completes monthly civil and criminal statistical reports.
- Takes notes of proceedings and rulings.
- Prepares minute entries and orders, and enters the same on the docket.
- Coordinates juries.
- 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.

REQUIREMENTS:

To qualify, a candidate must have three years specialized court experience at the CL-25 level, or equivalent work experience in a professional environment. A degree in business, public administration, 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 and long -term care 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:

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 a background investigation by law enforcement agencies, which includes FBI fingerprinting. The applicant must be a U.S. citizen or provide documentation proving eligibility to work in the U.S.

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

Human Resources - #15-06

Human Resources

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.