

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF TEXAS**

Position: Courtroom Deputy

Announcement Number: 2024-10

Location: Plano, Texas

Grade Range: CL 26 - 27

Salary Range: \$57,394 - \$102,486
depending on qualifications



U.S. District Court, TXED

Human Resources

211 W. Ferguson Street

Tyler, TX 75702

Opening: June 24, 2024

Closing: Open until filled

NOTICE OF VACANCY

The United States District Court for the Eastern District of Texas is a public service-oriented organization focused on providing exceptional customer service to the court, members of the legal community and the general public. Currently, we are seeking a motivated and experienced individual to serve as a **Courtroom Deputy** to a United States Magistrate Judge. There are seven Clerk's Offices within the Eastern District of Texas: Beaumont, Lufkin, Marshall, Plano, Sherman, Texarkana and Tyler.

POSITION OVERVIEW AND DUTIES:

The Courtroom Deputy manages the judge's caseload, attends and logs court proceedings, and processes orders. As a member of the Clerk's Office staff, the Courtroom Deputy serves as a liaison with the judge, the Clerk's Office, chambers staff, attorneys, federal agencies, and members of the public. This job entails a high level of knowledge and complexity regarding case management and courtroom operations. Representative duties include:

- Manage judge's cases by calendaring, including distributing and monitoring deadlines, and reviewing filings of pertinent documents and timely responses to judicial orders.
- Monitor case movement and coordinate hearings to ensure cases proceed smoothly and efficiently. Review case reports for necessary actions. Inform judge and chambers staff of case progress.
- Serve as primary source of information on scheduling conferences, hearings, trials, and other case processes. Inform jury clerk of upcoming trials and needs for jurors.
- Attend court sessions and conferences. Assist with the orderly flow of proceedings, which includes administering oaths, setting up the courtroom, assuring presence of all necessary participants, managing exhibits, and assisting with electronic evidence presentation systems. Take notes of proceedings, rulings, notices, and prepare minute entries electronically.
- Assist the judge and parties in jury selection and maintain records of jury selection and attendance. Maintain contact with counsel during deliberations.

- Schedule court reporters and interpreters.
- Assist parties and public with obtaining transcripts.
- Draft form orders and judgments for the judge's approval. Prepare and docket orders, pleadings, judgments, and minutes utilizing the court's electronic filing system (CM/ECF).
- Assist with the accurate statistical reporting requirements of the Administrative Office.
- Review the quality of electronically filed documents, ensuring that all orders and automated entries are appropriately and accurately docketed.
- Assist the Clerk's Office as needed.

QUALIFICATIONS:

- Three years specialized court experience or equivalent work experience in a legal environment or closely related field.
- A bachelor's degree is preferred.
- Experience in applying recurring procedures and using specialized terminology that demonstrates the ability to apply a body of rules, regulations, directives, or laws.
- Attention to detail and accuracy.
- Understanding of legal terminology.
- Commitment to providing excellent customer service.
- Interacts effectively and appropriately with others as a team.
- Exhibits the qualities of good judgment, temperament, integrity, trustworthiness and strong character required of an officer of the judiciary.
- Ability to maintain confidentiality, handle sensitive information, and exercise discretion at all times.
- Self-motivated, professional demeanor, and demonstrates excellent communication and interpersonal skills.
- Proficient in technology including various software programs and applications. Must be experienced with Adobe Acrobat and Microsoft Office, including Word and Excel.
- Prior experience with the court's case management system (CM/ECF) is preferred.

BENEFITS AND HIRING POLICIES:

The U.S. District Court falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under "Excepted Appointment" and are considered "at-will" employees. As such, employment may be terminated by either the employer or the employee with or without cause. Federal Civil Service classifications/regulations do not apply; however, court employees are entitled to similar benefits as other federal employees. These benefits include participation in the Federal Employees' Retirement System which contributes to the Social Security Retirement Program, the Federal Employees' Health Benefits Program, Federal Employees' Group Life Insurance Program, Thrift Savings Plan (similar to a 401k plan with employer matching contributions), paid holidays and annual/sick leave accrual. See the United States Courts website for an overview of [Federal Judiciary benefits](#).

CONDITIONS OF EMPLOYMENT:

Applicants must be United States citizens or eligible to work in the United States. All application

information is subject to verification. The selected candidate will be subject to a background check as a condition of employment and will be hired provisionally pending successful completion of the background check. Unsatisfactory results may result in termination of employment. Court employees are required to adhere to the *Code of Conduct for Federal Judicial Employees*. This position is subject to mandatory electronic funds transfer for payroll direct deposit. Occasional travel may be required.

HOW TO APPLY:

Qualified applicants should send a cover letter (including a narrative statement of your background), a Judicial Branch Federal Employment (AO 78) application with Optional Background Information (questions 18, 19, and 20 completed), and a resume. The cover letter should be addressed to:

Diana Velez, Human Resources Manager
William M. Steger Federal Building and United States Courthouse
211 West Ferguson Street, Room 106
Tyler, Texas 75702

An application form can be obtained on our web page at: www.txed.uscourts.gov. All documents should be submitted as a single pdf with the reference number (2024-10 Courtroom Deputy) in the subject line via e-mail to: hr@txed.uscourts.gov.

Incomplete applications will not be considered. Applications will be screened for qualifications and only the most qualified applicants will be contacted and selected for a personal interview. Skill and knowledge testing may be administered to candidates who progress beyond the initial interview process. Expenses associated with interviews or relocation will not be reimbursed.

The United States District Court Is an Equal Opportunity Employer.