

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

**Position: Case Administrator/
Relief Courtroom Deputy**
Announcement Number: 2024-6
Location: Plano, Texas
Grade Range: CL 25 - 26
Salary Range: \$52,109-\$93,259
depending upon qualifications,
includes locality pay



U.S. District Court, TXED
Human Resources
211 W. Ferguson Street
Tyler, TX 75702
Opening Date: May 29, 2024
Closing Date: Open until filled

NOTICE OF VACANCY

The United States District Clerk's Office for the Eastern District of Texas is a public service organization focused on providing exceptional customer service to the court, members of the legal community, and the general public. Currently, we are seeking a highly motivated and experienced individual to serve as a **Case Administrator/Relief Courtroom Deputy**. 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 **Case Administrator/Relief Courtroom Deputy** primarily supports magistrate judge courtroom deputies who regularly coordinate short-notice hearings for a division that has a significantly larger caseload than the national average. The incumbent also supports district judge courtroom deputies and performs the duties of a case administrator as directed. Representative duties include:

- Manage civil and criminal cases in the court's Case Management/Electronic Case Filing (CM/ECF) system. Docket filings, orders, and judgments. Maintain official case records. Review data entered and make corrections as needed to comply with national and local procedures.
- Process appeal-related documents and prepare electronic records on appeal.
- Respond to inquiries on forms, case status, transcripts, filing procedures, and fees. Assist the public with accessing information on the court's website and researching records.
- Open mail, log payments received, and issue receipts.
- Provide courtroom deputy relief, including setting hearings and notifying parties, scheduling court reporters and interpreters, operating recording equipment, administering oaths, entering minutes for civil and criminal hearings, managing exhibits, preparing standard forms and orders for the judge's consideration, reviewing filing summaries to support chambers' workflow preferences, and ensuring required statistical data is accurately entered in CM/ECF.
- Assist in the summoning, orientation, and selection of jurors and maintain jury records.
- Perform these and other administrative tasks in compliance with federal and local rules, financial regulations, internal controls requirements, and local practice.

QUALIFICATIONS:

- Three years specialized court experience or equivalent experience in a legal environment or closely related field. Understanding of legal terminology.
- A bachelor's degree and prior CM/ECF experience is preferred.
- Experience applying recurring procedures and a body of rules, regulations, and laws with specialized terminology and attention to detail and accuracy.
- Commitment to providing excellent customer service and ability to interact effectively and appropriately with others as a team. Excellent communication and interpersonal skills.
- Good judgment, temperament, integrity, and trustworthiness. Ability to maintain confidentiality, handle sensitive information, and exercise appropriate discretion at all times.
- Proficiency in various software programs and applications. Must be experienced with Adobe Acrobat and Microsoft Office, including Word and Excel.

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, 2024-6 Case Administrator/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.