

*** CAREER OPPORTUNITY ***



UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF TEXAS

Position Title: Deputy-in-Charge #12-03
Location: Lubbock, Texas
Closing Date: Open until filled
Starting Salary/Range: CL-27/28 (\$45,928 - \$89,481)*
*Depending upon qualifications and experience

POSITION OVERVIEW:

This position is located in the United States District Clerk's Office in Lubbock, Texas. The Deputy-in-Charge is responsible for providing leadership and direction for the Lubbock Division. The incumbent serves as the highest ranking on-site employee of the Clerk's Office and is a first-line supervisor over multiple areas of court operations, including case administration, jury administration, records/mail management, financial administration, courtroom support, and judicial support. The Deputy-in-Charge primarily directs staff and ensures compliance with the appropriate guidelines, policies, and internal controls. The incumbent provides assistance to the judges, bar, governmental agencies and the public.

REPRESENTATIVE DUTIES:

- Supervise employees involved in operational activities, including assigning and reviewing work, evaluating performance, and recommending disciplinary actions. Assist in developing work standards. Supervise, delegate, and prioritize workload. Implement staff procedures and ensure compliance with internal controls policies. Make recommendations regarding employee appointments, promotions, and separations.
- Oversee all functional components of the divisional Clerk's Office, including intake, docketing, quality control, records, appeals, jury, finance, and chambers support.
- Oversee receipt and review of incoming documents for conformity with federal and local rules. Monitor document processing and quality assurance activities.
- Demonstrate sound ethics and judgment, consistent with the *Code of Conduct for Judicial Employees* and court confidentiality requirements.
- Supervise on-site financial functions, including cashiering, reconciliation, and bank deposits; control vault access and contents; maintain custodial responsibility for divisional office financial records and receipt stock; and ensure compliance with all internal controls requirements.
- Oversee maintenance, storage, release, and certification of official records.
- Manage physical resources and space layout.

QUALIFICATIONS:

The incumbent must have four (4) years of progressively responsible court operations or related experience. The incumbent must further possess the abilities to solve problems and make sound decisions within the context of the court's professional standards, broad policies, and strategic goals. An advanced and thorough knowledge of court policies, practices, and guidelines, as well as a bachelor's degree from an accredited college or university (preferably in business administration, public administration, or a related field) is preferred.

BENEFITS:

Employees of the U.S. District Court are entitled to benefits that include health and life insurance programs, scheduled holidays, and periodic salary increases. The Court is not authorized to reimburse candidates for travel or moving expenses. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.

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.

Submit resume with salary history to:

Human Resources #12-03

U.S. District Court - Northern District of Texas

1100 Commerce Street, # 1452

Dallas, TX 75242

Fax: (214) 753-2247

Email: humanresources@txnd.uscourts.gov

Resumes without code #12-03 will not be considered.

***** 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 sooner than the closing date without prior notice. The U.S. District Court requires employees to adhere to a Code of Ethics and Conduct. This 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 the local human resources representative. The decision on granting reasonable accommodations will be made on a case by case basis.