

# \*\*\* CAREER OPPORTUNITY \*\*\*



## UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF TEXAS

**Position Title:** Courtroom Deputy, #23-09  
*\*(One or more positions may be filled)*

**Location:** Dallas, Texas

**Closing Date:** Open until filled

**Salary Range:** \$54,579 - \$97,481 (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 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:

1. Performs case management to assist the judge and judicial staff with case progression.
2. Provides courtroom assistance, including operating electronic courtroom equipment and training attorneys to use the equipment properly.
3. Informs parties of the status of cases.
4. Completes monthly civil and criminal statistical reports.
5. Takes notes of proceeding and rulings.
6. Prepares minutes entries and orders, and entering the same on the docket.
7. Coordinates juries.
8. 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.

## QUALIFICATIONS:

To qualify, a candidate must have three years specialized court experience 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 typing and computer skills are required, including proficiency in the use of WordPerfect or similar word processing software. 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, dental, life insurance, long term disability, long term care, annual/sick leave, federal holidays, and periodic salary increases. This position is subject to mandatory Electronic Funds Transfer for payment of net pay.

## OTHER:

Employees of the U.S. District Court for the Northern District of Texas are excepted service appointments. Employees are considered at will and are not covered by federal civil service classifications or regulations. Immigration law requires public employers to hire individual who are lawful permanent residents (i.e., green card holder) seeking U.S. citizenship. Employees must adhere to the Judiciary Code of Ethics and Conduct.

Due to the high volume of applicants received, the Court will only communicate with applicants who will be considered for interviews. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

Candidates who are selected for employment in the judiciary must successfully pass a background check or investigation as a condition of employment. The background check will include, at a minimum, an FBI fingerprint check. Full field investigations will be conducted on positions that are classified as high-sensitive. Once employed, the candidate may be subject to periodic background investigation updates.

## TO APPLY:

Qualified applicants must submit a cover letter, detailed resume, and salary history to Human Resources by emailing the items to [humanresources@txnd.uscourts.gov](mailto:humanresources@txnd.uscourts.gov). The subject line must include: "#23-09."

### \*\*\*\* 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.