

Career Opportunity

Position: Operations Support Specialist\
Relief Courtroom Deputy

Vacancy Number: 26-05

Location: Fort Worth, TX

Closing Date: Open Until Filled

Starting Salary/Range: CL-25/CL-26
\$53,150-\$95,105*
*Depending upon qualifications and experience

Position Overview:

The United States District Court for the Northern District of Texas is recruiting for the position of Operations Support Specialist/Relief Courtroom Deputy. This position is in the District Clerk's Office in Fort Worth, Texas. Periodic travel to other divisions in Texas may be required.

Responsibilities:

Duties of the incumbent include but are not limited to: assisting with managing a judge's caseload, providing courtroom support to judges, and completing monthly civil and criminal reports when necessary in relief of assigned courtroom deputies. The incumbent also maintains the official case events summary on the docket (civil and criminal) from opening to final disposition and provides relief services in all operations duties, including jury, appeals, cashiering, financial reconciliation, intake, and records management. The incumbent also serves as a liaison among the clerk's office, the bar, federal and state agencies, and the judges 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 Microsoft Word, WordPerfect, or similar word processing software. Experience using electronic presentation equipment is desirable.



U.S. District Court for the Northern District of Texas

The Northern District of Texas is made up of 100 of the 254 counties in Texas.

Nine of the cities in the district are among the top twenty most populous cities in Texas. Two of the cities, Dallas and Fort Worth, are in the top twenty most populous cities in the country.

Geographically, the district encompasses more than 96,000 square miles, making it the largest land area federal district in the country, except for those that encompass an entire state.

Many of the nation's Fortune 500 companies are either headquartered or have a major presence in the Dallas/Fort Worth Metroplex.

Benefits:

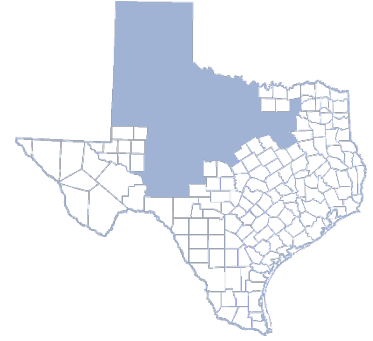
The United States District Court falls within the Judicial Branch of the U.S. Government. Policy for the Judicial Branch is determined by the Judicial Conference of the United States. Appointments in the District Clerk's Office are made by the Clerk of Court under authority of 28 U.S.C. § 751. Benefits include participation in the Federal Employees' Retirement System which contributes to the Social Security Retirement Program, Federal Employees' Health Benefits, Federal Employees' Group Life Insurance, Thrifts Savings Plan (like a 401(k) plan, with employer matching contributions), 11 paid federal holidays and annual/sick leave accrual. An overview of Federal Judiciary benefits is accessible at: <http://www.uscourts.gov/careers/benefits>

Other:

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.

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.** Decisions on granting reasonable accommodations will be made on a case-by-case basis.



How to Apply

Qualified applicants must submit a cover letter, detailed resume, and salary history to Human Resources by emailing the items. The subject line must include: "26-05."

Email Address:

humanresources@txnd.uscourts.gov



Visit Our Website:

www.txnd.uscourts.gov