

# Career Opportunity

**Position:** Courtroom Deputy  
**Vacancy Number:** 26-18  
**Location:** Dallas, TX  
**Closing Date:** Open Until Filled  
**Starting Salary/Range:** CL-26/CL-27  
\$59,110-\$105,558\*  
\*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.

## Responsibilities:

- Performs case management to assist the judge and judicial staff with case progression.
- Provides courtroom assistance, including operating electronic courtroom equipment and training attorneys to use the equipment properly.
- Performs complete calendar responsibilities.
- Informs parties of the status of cases.
- Completes monthly civil and criminal statistical reports.
- Takes notes of proceedings and rulings.
- Prepares minute entries and orders and entering the same on the docket.
- Coordinates juries.
- 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.



## 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.

## Qualifications:

To qualify, a candidate must have three years of specialized court experience or equivalent work experience in a professional environment at a CL-25 pay grade or higher. The candidate should display a professional demeanor and possess strong customer service, organizational, analytical, verbal, and written communication skills. The candidate must be able to work in a fast-paced team environment, have high frustration tolerance, and exhibit emotional intelligence. Solid computer skills are required, including proficiency in Adobe Acrobat and Microsoft Office. A high school diploma or equivalent is required, and an undergraduate degree in business, public administration, or a related field from an accredited institution is preferred.

## 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:

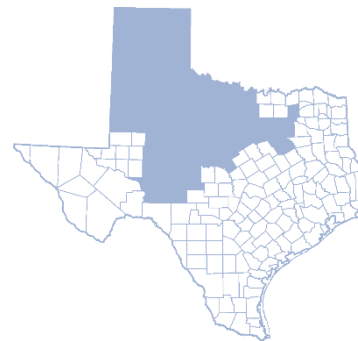
Employees of the U.S. District Court for the Northern District of Texas are excepted service appointments. Employees are considered at will and are not covered by federal civil service classifications or regulations. Immigration law requires public employers to hire individuals who are lawful permanent 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.

### **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: "26-18."

## Email Address:

[humanresources@txnd.uscourts.gov](mailto:humanresources@txnd.uscourts.gov)



## Visit Our Website:

[www.txnd.uscourts.gov](http://www.txnd.uscourts.gov)