

Career Opportunity

Position: Quality Assurance Analyst

Vacancy Number: 26-26

Location: Dallas, TX

Closing Date: Open Until Filled

Starting Salary/Range: CL-25/CL-26
\$53,662-\$96,066*

*Depending upon qualifications and experience

Position Overview:

The United States District Court for the Northern District of Texas is recruiting for the position of quality assurance analyst. This position is located in the District Clerk's Office in Dallas. The incumbent has district-wide responsibility for reviewing and verifying the accuracy of entries made in the court's electronic case management system, correcting DQI significant errors, identifying error trends, and responding to Operations Assistance Team Help Desk requests. The incumbent's assignments are coordinated by the Chief Deputy of Operations.

Responsibilities:

- Maintains web-based content on the court's internal and public-facing websites.
- Examines and edits docket entries and reviews quality assurance reports to ensure that docket entries are accurate, complete, and conform with quality assurance procedures established to meet Data Quality Indicator (DQI) standards.
- Assists in the preparation of monthly and quarterly statistical and quality assurance reports for the district.
- Maintains quality assurance reports and user error logs; reviews these reports and logs to identify error trends; and makes appropriate recommendations to alleviate recurring errors.
- Recommends, develops, and presents training programs to meet the identified needs of both internal and external users of the case management system.
- Serves as district-wide resource for internal and external questions related to the case management system and the quality assurance of the entries therein. Tests new versions of the case management system before they are installed.
- Analyzes and determines when transcripts subject to redaction may be released for remote electronic access; receives notice of incoming inter-district transfers and maps events as necessary to the local case management system; follows up on instances in which the case management system failed to provide notice to intended recipients.



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.

- Processes applications for admission to the bar and attorney sanctions. Maintains bar records and issues ECF logins and passwords in accordance with district practices.
- Performs special projects or requests as needed.

Qualifications:

Knowledge of all aspects of the court's electronic case processing system, with a thorough knowledge of court operations, docketing procedures, and functions. Skill in using spreadsheet, database, and word processing applications. The ability to extract and analyze information from databases to identify error trends. Ability to communicate effectively both orally and in writing. A bachelor's degree in a relevant field 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, Thrift 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:

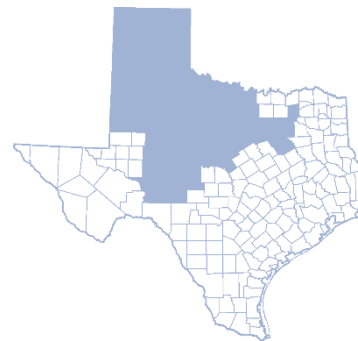
Employees of the U.S. District Court for the Northern District of Texas are excepted service appointments. Employees are considered at will and are not covered by federal civil service classifications or regulations. Immigration law requires public employers to hire individuals who are lawful permanent 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: "26-26."

Email Address:

humanresources@txnd.uscourts.gov



Visit Our Website:

www.txnd.uscourts.gov