

Office of Human Resources
U.S. District Court, U.S. Probation, U.S. Pretrial Services
Western District of Texas
727 E. Cesar Chavez Blvd., Suite A-403
San Antonio, Texas 78206



Position Courtroom Deputy to U.S. District Judge – Job # USDC 16-20
Opening Date March 22, 2016
Closing Date April 6, 2016
Starting Salary Up to CL-27 / \$59,329
(Salary commensurate with experience / Federal employees will be considered for a salary match)
Location Austin, Texas

The United States District Court is currently accepting applications for the position of Courtroom Deputy to a United States District Judge in Austin, Texas.

Description of Duties:

The Courtroom Deputy maintains control records of the cases assigned to the judge as they are filed; examines all papers filed in an action assigned to the judge to determine that they conform with the rules of procedure; sets calendar as directed by judge's Judicial Assistant, including fixing or resetting dates and times for hearings on motions, pretrial hearings and trials; prepares and processes civil/criminal orders pertaining to case management; responsible for notifying counsel of all settings and following the cases through until conclusion; prepares and supervises the preparation of calendars; confers with attorneys, acting as liaison between the judge and counsel; acts as a source of information to attorneys on the special procedures of the judge, answers procedural questions and assists with compliance; prepares special reports for the judge on the status of cases assigned; maintains frequent contact with attorneys regarding the status of cases in order to have a basis for such reports; records proceedings and ruling for minutes of the court and maintains trial exhibits; composes substance of minute orders to carry out expressed intention of judge; prepares statistical record of cases; and performs other duties as assigned.

Minimum Qualifications:

- Four years of recent, proven knowledge of legal procedures and/or legal pleadings;
- Exceptional interpersonal skills and discernment for precise work with professionals on deadlines in a close and collaborative environment;
- Excellent verbal and written communications skills;
- The ability to work independently with minimum supervision; anticipate needs and problems; and to learn, adapt, or develop, as needed;
- The ability to simultaneously manage multiple projects;
- Exceptional organizational skills and attention to detail in a deadline driven environment;
- Experience using the internet and a variety of software (Word, Excel, Adobe Acrobat);
- The ability to exercise tact, good judgment, and initiative;
- The ability to maintain strict confidence of all office and judicial matters; and
- The availability for overtime and overnight travel as needed.

Application Procedure:

Qualified applicants should submit a letter of interest (include job title and number above), detailed resume, salary history and classification level/step, daytime telephone number, and e-mail address as a single .pdf document to:
TXWRecruitment@txwd.uscourts.gov

No late applications will be considered.

The United States District Court is an Equal Opportunity Employer.