

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF TEXAS**

Position: Courtroom Deputy
Announcement Number: 2025-3
Location: Marshall, Texas
Salary Range:
CL 26 (\$53,839-\$87,482)
CL 27 (\$59,133-\$96,147)
Depending on qualifications



U.S. District Court, TXED
Human Resources
211 W. Ferguson Street
Tyler, TX 75702
Opening: January 29, 2025
Closing: Open until filled

NOTICE OF VACANCY

The United States District Court for the Eastern District of Texas is a public service-oriented organization focused on providing exceptional customer service to the court, members of the legal community and the general public. Currently, we are seeking a motivated and experienced individual to serve as a **Courtroom Deputy** to a United States Magistrate Judge. There are seven Clerk's Offices within the Eastern District of Texas: Beaumont, Lufkin, Marshall, Plano, Sherman, Texarkana and Tyler.

POSITION OVERVIEW AND DUTIES:

The Courtroom Deputy manages the judge's caseload, attends and logs court proceedings, and processes orders. As a member of the Clerk's Office staff, the Courtroom Deputy serves as a liaison with the judge, chambers staff, attorneys, federal agencies, and members of the public. This job requires a high level of knowledge and attention to detail as it entails complex case management. The position also requires a high standard of professionalism as it has significant courtroom responsibilities. Representative duties include:

- Manage the judge's cases by calendaring and monitoring deadlines and reviewing filings of pertinent documents and responses to judicial orders.
- Monitor case movement and coordinate hearings to ensure cases proceed smoothly and efficiently. Review case management reports for necessary actions. Inform judge and chambers staff of case progression.
- Serve as primary source of information on scheduling conferences, hearings, trials, and other case processes. Inform the jury clerk of upcoming trials and needs for jurors and schedule court interpreters and court reporters when necessary.
- Ensure the orderly flow of courtroom proceedings, which includes setting up the courtroom, assuring the presence of all necessary participants, administering oaths, assisting with electronic evidence presentation systems, operating equipment that records court proceedings when a court reporter is not required, assisting the judge and parties during jury selection, maintaining records of jury selection and attendance, managing hearing and trial exhibits, and maintaining contact with counsel during jury deliberations.
- Prepare and docket minute entries that summarize the courtroom proceedings and rulings.

- Assist parties and the public with obtaining transcripts.
- Draft form orders and judgments for the judge's approval.
- Enter and reconcile statistical information required by the Administrative Office of the U.S. Courts.
- Docket pleadings, other filings, orders, judgments, and minutes of court utilizing the court's Case Management / Electronic Case Files system (CM/ECF).
- Review the quality of documents electronically filed by parties, ensuring that documents are appropriately and accurately docketed.
- Perform a variety of other Clerk's Office duties as assigned.

QUALIFICATIONS:

- Three years specialized court experience or equivalent work experience in a legal environment or closely related field.
- A bachelor's degree is preferred.
- Experience in applying recurring procedures and using specialized terminology that demonstrates the ability to apply a body of rules, regulations, directives, or laws.
- Attention to detail and accuracy.
- Understanding of legal terminology.
- Commitment to providing excellent customer service.
- Experience interacting effectively and appropriately with others as a team.
- Good judgment, pleasant temperament, integrity, trustworthiness, and the strong character required of an officer of the judiciary.
- Ability to maintain confidentiality, handle sensitive information, and exercise discretion at all times.
- Self-motivation, professional demeanor, and excellent communication and interpersonal skills.
- Technology proficiency and adaptability. Must be experienced with Adobe Acrobat and Microsoft Office, including Word and Excel.
- Prior experience with the court's case management system (CM/ECF) is preferred.

BENEFITS AND HIRING POLICIES:

The U.S. District Court falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under "Excepted Appointment" and are considered "at-will" employees. As such, employment may be terminated by either the employer or the employee with or without cause. Federal Civil Service classifications/regulations do not apply; however, court employees are entitled to similar benefits as other federal employees. These benefits include participation in the Federal Employees' Retirement System which contributes to the Social Security Retirement Program, the Federal Employees' Health Benefits Program, Federal Employees' Group Life Insurance Program, Thrift Savings Plan (similar to a 401k plan with employer matching contributions), paid holidays and annual/sick leave accrual. See the United States Courts website for an overview of [Federal Judiciary benefits](#).

CONDITIONS OF EMPLOYMENT:

Applicants must be United States citizens or eligible to work in the United States. All application information is subject to verification. The selected candidate will be subject to a background check as a condition of employment and will be hired provisionally pending successful completion of the background check. Unsatisfactory results may result in termination of employment. Court employees are required to adhere to the *Code of Conduct for Federal Judicial Employees*. This position is subject to mandatory electronic funds transfer for payroll direct deposit.

HOW TO APPLY:

Qualified applicants should send a cover letter (including a narrative statement of your background), a Judicial Branch Federal Employment (AO 78) application with Optional Background Information (questions 18, 19, and 20 completed), and a resume. The cover letter should be addressed to:

Diana Velez, Human Resources Manager
William M. Steger Federal Building and United States Courthouse
211 West Ferguson Street, Room 106
Tyler, Texas 75702

An application form can be obtained on our web page at: www.txed.uscourts.gov. All documents should be submitted as a single pdf with the reference number (2025-3 Courtroom Deputy) in the subject line via e-mail to: hr@txed.uscourts.gov.

Incomplete applications will not be considered. Applications will be screened for qualifications and only the most qualified applicants will be contacted and selected for a personal interview. Skill and knowledge testing may be administered to candidates who progress beyond the initial interview process. Expenses associated with interviews or relocation will not be reimbursed.

The United States District Court Is an Equal Opportunity Employer.