

*** CAREER OPPORTUNITY ***



UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF TEXAS

Position Title:	Judicial Assistant #22-03
Location:	Dallas, Texas
Closing Date:	Open until filled
Starting Salary/Range:	\$69,684-\$90,594 (JSP 11) *

*Depending upon qualifications and experience

POSITION OVERVIEW:

The United States District Court for the Northern District of Texas is currently accepting applications for the position of Judicial Assistant to a U.S. District Judge in the Dallas office.

REPRESENTATIVE DUTIES:

- Preparing judge's workload and statistical data reports.
- Managing chambers internal case management system, including receiving case files, and coordinating chambers caseload with law clerks.
- Prepares executive correspondence, legal documents, and other materials for the judge's review and signature.
- Prepares legal opinions as drafted by judge.
- Edits materials prepared by others for the judge's signature for accuracy, proper grammar, notice to interested parties, and time limits.
- Communicating with judges, law clerks, and other court personnel, regarding case related and other matters.
- Appropriately referring incoming and outgoing correspondence and filings.
- Preparing, editing, and maintaining documents.
- Organizing and maintaining filing and tickler systems for both paper and electronic documents.
- Coordinating judge's calendar including arranging and maintaining travel itineraries, preparing, and submitting travel vouchers, and managing the judge's court schedule.
- Handling routine office matters.
- Maintaining office supplies and equipment.
- All other duties as assigned.

QUALIFICATIONS:

To qualify, a candidate must have eight years of progressively responsible secretarial or administrative management experience. Consummate professionalism, discretion, and integrity are paramount. The Judicial Assistant will work independently and must maintain strict confidentiality of all office and judicial matters. The ideal candidate will possess strong organization and communication skills and must always display a professional demeanor. Accuracy and attention to detail in grammar, spelling, editing, and proofreading are necessary. Solid typing and computer skills are required,

including proficiency in the use of Microsoft Word. Bachelor's degree from an accredited university or certification in a legal or paralegal curriculum is preferred.

BENEFITS:

Employees of the U.S. District Court are entitled to benefits, which include participation in the Federal Employees Retirement System, choice of a health benefit plan from several options, dental, life insurance, long term disability, long term care, annual/sick leave, federal holidays, and periodic salary increases. This position is subject to mandatory Electronic Funds Transfer for payment of net pay.

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 individual who are lawful permanent residents (i.e., green card holder) seeking U.S. citizenship.

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.

Qualified applicants may submit a **detailed resume** and **salary history** to:

Human Resources - #22-03
United States District Clerk's Office
1100 Commerce Street, # 1452
Dallas, TX 75242
Email: humanresources@txnd.uscourts.gov

***** 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.** The decision on granting reasonable accommodations will be made on a case by case basis.