

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

Position: Deputy in Charge
Announcement Number: 2020-12
Location: Tyler, Texas
Grade Range: CL 28 - 29
Salary Range: \$61,360 - \$118,613
depending upon qualifications



U.S. District Clerk's Office
Human Resources
211 W. Ferguson Street
Tyler, TX 75702
Opening Date: December 14, 2020
Closing Date: Open until filled

NOTICE OF VACANCY

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

POSITION OVERVIEW:

The Deputy in Charge performs supervisory work related to the full range of court operations activities in management of a divisional office of the court. The successful applicant supervises multiple areas of court operations, including case administration, jury administration, records/mail management, financial administration, courtroom support and judicial support. The Deputy in Charge primarily directs staff, ensures compliance with appropriate guidelines, policies and internal controls, and serves as a working manager who is capable of filling in as needed in each position.

PRIMARY DUTIES:

- Supervise employees involved in operational activities, including assigning and reviewing work and evaluating performance. Conduct employee performance evaluations. Recommend disciplinary actions. Assist in developing work standards. Make recommendations regarding employee appointments, promotions and separations.
- Oversee all functional components of the divisional Clerk's Office, including intake, docketing, records, appeals, jury, finance and chambers support. Identify issues and resolve problems. Train staff on policies, procedures and internal controls. Supervise, delegate and prioritize workload. Implement staff procedures and conduct staff meetings.
- Oversee receipt and review of incoming documents for conformity with federal and local rules. Monitor daily case processing and quality assurance activities, including case opening and closing. Arrange for or provide CM/ECF employee training. Assist attorneys and their staff with electronic case and document filing. Oversee records and mail management activities.

- Coordinate with the court's financial administrator regarding all on-site financial functions including supervision of cashiers, control of vault access and contents, issuance of receipt stock, review of mail logs and submission of juror attendance records.
- Develop, implement and monitor operations, administrative and managerial procedures, practices, systems and techniques, including those governing trial schedules. Oversee records maintenance, storage and control. Release and certify official records. Supervise jury and juror processing, procedures and administration. Monitor compliance with internal controls.
- Assist the Clerk and Chief Deputy in defining and creating long- and short-term goals regarding efficient and effective functioning of the divisional office. Implement and monitor strategic plans to accomplish goals.
- Assist the public with procedural matters related to the filings of pleadings. Execute and supervise quasi-judicial duties such as the entry of default judgments.
- Implement and monitor CM/ECF procedures, including case assignment, docketing and calendaring. Coordinate activities with the Chief Deputy Clerk, Operations Manager, CM/ECF Administrator and data quality analysts to ensure sufficient training and quality control.
- Coordinate the work of the divisional office with other governmental agencies, court units, the bar and the public.
- Work closely with other court management in the coordination of courtroom deputies, court reporters and case administrators to ensure appropriate coverage.
- Communicate and respond to management requests. Answer procedural questions for judges, staff and the public. Provide excellent customer service and resolve difficulties while complying with regulations, rules and procedures.
- Exhibit the qualities of judgment, temperament, integrity, trustworthiness and strong character required of an officer of the judiciary. Abide by the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Demonstrate sound ethics and good judgment at all times. Handle confidential and sensitive information appropriately.

QUALIFICATIONS:

- A high school diploma or equivalent is required and a bachelor's degree is preferred.
- Knowledge of case administration processes. Ability to successfully lead a team of employees and implement new ideas and improved work procedures.
- Knowledge of local and Administrative Office financial, budget and audit procedures. Knowledge of financial reporting, procurement processes, records management and financial transactions applicable to a divisional office. Knowledge of Chapter 13, Finance and Budget, of the *Guide to Judiciary Policy*.
- Knowledge of national and local jury statutes, policies, procedures and jury plan. Experience with jury administration and anticipating needs and challenges of jurors. Knowledge and understanding of courtroom proceedings and protocol.
- Understand how cases are assigned and proceed through the court system, including implications of judges' orders and decisions.
- Knowledge of the *Internal Controls Handbook for the Federal Courts* and the *Management Oversight and Stewardship Handbook*. Experience with Administrative Office audit policies, procedures, standards and principles.
- Ability to effectively represent the Clerk's Office and the Eastern District of Texas. Effective communication skills, both oral and written. Proficiency in problem solving, trouble shooting and making timely and effective decisions.

- Experience with performance management through assessing and documenting employee performance within established goals and objectives for a specific rating period. Knowledge of applicable employee rights, protections and avenues of appeal. Ability to use mediation and problem solving skills when managing conflicts in the workplace.
- Demonstrated skill in using technology, including word processing and spreadsheet applications, requisite court computer programs, automated case management, financial, records, jury management systems and other related databases and applications.

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 Systems 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 and a resume. The cover letter should be addressed to:

Jeanette Knight, 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 (2020-12 Deputy in Charge - Tyler) 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 that 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.