

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

Position: Assistant Deputy in Charge

Announcement Number: 2026-10

Location: Plano, Texas

Salary Range:

CL 28 (\$77,821 - \$126,536)

CL 29 (\$92,560 - \$150,438)

Depending upon qualifications



U.S. District Court, EDTX

Human Resources

211 W. Ferguson Street

Tyler, Texas 75702

Opening Date: May 1, 2026

Closing Date: 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 an innovative and experienced individual to serve as an **Assistant Deputy in Charge** for the U.S. District Court - Sherman Division. There are seven offices within the Eastern District of Texas: Beaumont, Lufkin, Marshall, Plano, Sherman, Texarkana and Tyler.

POSITION OVERVIEW AND DUTIES:

The Assistant Deputy in Charge works in close coordination with the Deputy in Charge for the Sherman Division while maintaining primary responsibility for operations at the Plano courthouse. This role serves as a supervisor and hands-on manager capable of performing such functions as docketing, jury administration, and courtroom deputy duties when necessary. As the lead point of contact for the Plano courthouse, the incumbent assists the Deputy in Charge by overseeing daily operations, including coordination of court reporters, courtroom scheduling for visiting judges, courthouse events, building maintenance, jury trials, and overall judicial support within the Sherman Division, including:

- Assigning and reviewing work to ensure standards are met in the areas of intake, docketing, records, appeals, jury, finance, and chambers support. Coordinating coverage by courtroom deputies, court reporters, interpreters, and case administrators and assisting with jury administration as needed.
- Conducting staff meetings to provide training for staff, identifying issues, resolving disputes, and maintaining accurate statistics and employee records.
- Overseeing the review of incoming documents to check for conformity with federal and local rules; monitoring case data processing and data quality assurance activities, assisting filers with electronic filing, and directing records and mail management activities.
- Coordinating financial functions, control of vault access and contents, custodial responsibility for divisional office financial records, and compliance with internal controls, and overseeing case records certification, storage, and disposal.
- Serving as the point of contact for the Plano facility as needed and as its liaison with judges, other governmental agencies, court units, and the bar.
- Complying with regulations, rules, and procedures and abiding by the *Code of Conduct for Judicial Employees* and court confidentiality requirements.

MANDATORY QUALIFICATIONS:

- High school diploma or equivalent required.
- Knowledge of federal and local rules, court operations procedures, and statistical reporting requirements. Understanding of all aspects of case administration and skill in evaluating and implementing potential process involvements.
- Understanding of how cases are assigned and proceed through the court system and the implications of judges' orders and decisions.
- Knowledge of internal control requirements that apply to the federal judiciary.
- Ability to effectively represent the divisional office among work groups and between the court and external organizations, solve problems and identify alternative solutions, and make timely and effective decisions.
- Skill in the use of automated equipment, including word processing and spreadsheet applications, requisite court computer programs, automated case management, financial, records management, jury and records management systems, and other related applications.
- Solid communication, time management, and critical thinking skills and the ability to remain calm and productive in stressful situations.
- Excellent customer service and written and oral communication skills.
- Ability to maintain confidentiality and handle sensitive information. Sound judgment, even temperament, and the integrity, trustworthiness, and strong character required of an officer of the judiciary.
- Occasional district wide travel as needed.

PREFERRED QUALIFICATIONS:

- A bachelor's degree from an accredited college.
- Knowledge of local and Administrative Office financial, budget and audit procedures. Demonstrated knowledge of financial reporting, procurement processes, records management and financial transactions as applicable to a divisional office. Knowledge of Chapter 13, Finance and Budget, of the *Guide to Judiciary Policy*. Demonstrated knowledge of procedural processes and procedures as they relate to the federal judiciary.
- Knowledge of jury statutes, policies, and procedures. Ability to be flexible and adapt to unanticipated needs and problems of potential jurors. Knowledge and understanding of courtroom proceedings and applicable requirements.
- Knowledge of supervisory and employee management principles. Use of problem-solving skills when managing conflicts in the workplace.

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 with Optional Background Information (questions 19, 20, and 21 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 (2026-10 Assistant Deputy in Charge) 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.