

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

**Position Title: Management
Analyst**

Announcement Number: 2023-11
Location: Tyler, Texas
Grade: CL 25-26
Salary Range: \$45,682 to
\$81,771 depending upon
qualifications



U.S. District Court
Human Resources
211 W. Ferguson Street
Tyler, Texas 75702
Opening Date: March 16, 2023
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 a **Management Analyst** for the U.S. District Court. There are seven offices within the Eastern District of Texas: Beaumont, Lufkin, Marshall, Plano, Sherman, Texarkana, and Tyler. The duty station for this position is in Tyler, Texas.

POSITION OVERVIEW AND DUTIES:

The Management Analyst provides project and program support directly to the Clerk of Court. The incumbent will perform a full range of duties and responsibilities including but not limited to the following:

- Handle or assist with projects as assigned by the Clerk of Court. Work assignments may be recurring, situational, and/or long term, and will focus on the non-operations related duties of the Clerk of Court.
- Provide assistance to Clerk's Office programs and project development as needs arise.
- Prepare communications and documents for review and approval by the Clerk of Court.
- Update documentation, assisting with publication to internal and external websites.
- Facilitate and conduct internal control and quality assurance reviews of court business processes.
- Submit or prepare reports and responses for review prior to submission in compliance with deadlines.
- Support development and promotion of compliance programs, policies, and procedures for Clerk's Office staff.
- Gather and analyze information to research, write, and edit documents.
- Prepare compliance and self-assessment related documentation for review.

- Review documentation for voucher payments and financial transactions. Request corrections as needed. Analyze and report information collected.
- Travel to divisional offices, conferences, and court training as needed.
- Work collaboratively within a small group and provide basic office and phone coverage during normal business hours.

PREFERRED QUALIFICATIONS:

- A bachelor's degree from an accredited college or university is required. Candidate should have at least two years' experience working in the federal judiciary and two years' experience working in finance, bookkeeping/accounting, compliance auditing, or a related field.
- Demonstrated knowledge of the *Guide to Judiciary Policy*.
- Ability to interact effectively with others, provide excellent customer service and resolve matters while complying with regulations, rules, and procedures.
- Experience with court financial systems and performing internal audits.
- Demonstrated knowledge of and compliance with the Code of Conduct and court confidentiality requirements.
- Demonstrated ability to exhibit the quality of judgment and temperament required of an officer of the judiciary, as indicated by integrity, trustworthiness and character.
- Strong technology skills, especially Office 365, Word, Excel, PowerPoint and the use of automated systems.
- Ability to work independently, with minimal direction or oversight and as part of a team.
- Demonstrated ability to communicate effectively (orally and in writing) with individuals and groups. Ability to interact effectively with others, providing excellent customer service and resolving difficulties while complying with regulations, rules and procedures.
- Strong composition and proofreading skills.
- Substantive knowledge of court business and administrative functions, including internal control policies and procedures.

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 (2023-11 Management Analyst) 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. Expenses associated with interviews or relocation will not be reimbursed.

The United States District Court Is an Equal Opportunity Employer.