

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

Position: Case Administrator
Announcement Number: 2023-20
Location: Plano, Texas
Grade Range: CL 24 - 25
Salary Range: \$44,873 - \$80,563
depending upon qualifications,
includes locality pay



U.S. District Court, TXED
Human Resources
211 W. Ferguson Street
Tyler, TX 75702
Opening Date: September 11th,
2023
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 **Case Administrator**. There are seven Clerk's Offices within the Eastern District of Texas: Beaumont, Lufkin, Marshall, Plano, Sherman, Texarkana, and Tyler.

PRIMARY DUTIES:

- Manage civil and criminal cases from opening to closing in the court's Case Management/Electronic Case Filing system (CM/ECF). Docket filings, notice orders and judgments, and maintain official case records. Review the quality of data entered and make corrections as needed to comply with national and local procedures.
- Process appeal-related documents and prepare electronic records on appeal.
- Respond to inquiries on case status and filing procedures. Assist the public with accessing information and conducting research in CM/ECF and pre-electronic records. Provide forms and direct customers to resources available on the court's website.
- Assist customers with electronic filing and respond to inquiries on fees. Open mail, log payments received, and issue receipts.
- Provide courtroom deputy relief as needed for hearings and trials, which may include scheduling court reporters and interpreters, operating recording equipment, preparing standard forms, administering oaths, and entering minutes for civil and criminal hearings.
- Assist in the summoning, orientation, and support of jurors.
- Perform these and other administrative tasks in compliance with federal and local rules, financial regulations, internal controls requirements, and local policy and practice.
- Increasing levels of responsibility and duties will be assigned based upon demonstrated abilities and positive performance evaluations.

MANDATORY QUALIFICATIONS:

To qualify, a candidate must have a minimum of two years of general experience with at least two years of specialized experience in a legal setting or closely related field. The applicant must possess a high school diploma or equivalent. This position requires the ability to apply a body of rules, regulations, directives, or laws; sound ethics and judgment; attention to detail; commitment to public service; ability to interact effectively and appropriately with others as a team; and ability to multi-task. Demonstrated ability to exhibit the qualities of good judgment, temperament, integrity, trustworthiness, and strong character required of an officer of the judiciary is required. Ability to maintain confidentiality, handle sensitive information, and exercise discretion at all times. Demonstrated skill in providing excellent customer service. Other requirements include strong communication skills (oral and written) and skill in using technology, including word processing and spreadsheet applications.

PREFERRED QUALIFICATIONS:

- A bachelor's degree from an accredited college or university and significant experience in a legal setting or a closely related field.
- Familiarity with electronic case filing, especially the CM/ECF system.
- Knowledge of legal terminology.
- Knowledge of federal laws or regulations 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 (2023-20 Case Administrator) 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.