

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

Position: Judicial Assistant

Announcement Number: 2026-23

Location: Sherman, Texas

Grade Range: JSP 9 - 11

Salary Range: \$67,100 - \$105,547
depending upon qualifications



U.S. District Court, TXED

Human Resources

211 W. Ferguson Street

Tyler, TX 75702

Opening Date: October 5, 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 a **Judicial Assistant** for the U.S. District Court, with a start date of November 30, 2026. There are seven offices within the Eastern District of Texas: Beaumont, Lufkin, Marshall, Plano, Sherman, Texarkana and Tyler.

POSITION OVERVIEW AND DUTIES:

The Judicial Assistant is responsible for the daily operations of judicial chambers and provides administrative support to the judge. The ideal candidate will display a high degree of initiative, professionalism, follow-through, the ability to readily adapt to changing priorities, excellent communication and organizational skills and a strong work ethic. Representative duties include:

- Perform administrative duties, including the preparation of documents and correspondence, assist in the review of legal documents submitted to the court for completeness and accuracy and other related duties.
- Receive and assist visitors, screen and refer inquiries to appropriate personnel. Respond to basic questions related to the status and scheduling of cases.
- Arrange and manage the judge's schedule, continuously update and coordinate with the judge, legal parties, attorneys, the Clerk's Office, other judicial officers, government agencies and court unit executives.
- Maintain chambers information storage and filing systems for case filings, correspondence, publications, data, forms and other documents. Perform functions in the court's Case Management/Electronic Case Files (CM/ECF). Run CM/ECF reports and monitor the judge's caseload.
- Manage chambers case management system to include creation and maintenance of files and databases.
- Serve as an office manager for chambers, oversee daily activities to relieve the judge of handling routine office matters, which include maintaining supplies and equipment and mail collection and distribution.

- Distribute information to law clerks as directed by the judge. Maintain the OSCAR system for annual law clerk hiring. Oversee the law clerk hiring process for review by the judge. Prepare documentation for all incoming and outgoing law clerks for submission to Human Resources.
- Assist in guiding opinions through the editing process.
- Willingness to provide courtroom deputy support if needed and requested by the judge.
- Occasional travel may be required.

MANDATORY QUALIFICATIONS:

- A minimum of six years of clerical or secretarial experience with at least four years of progressively responsible administrative experience in a legal setting or closely related field.
- High school diploma or equivalent required.
- Demonstrated written and oral communication skills, proofreading and accuracy in checking edits, quotations and legal citations.
- Demonstrated ability to plan, organize and prioritize multiple assignments and responsibilities in a fast-paced environment.
- Demonstrated proficiency and accuracy in office protocols and administrative practices such as calendaring, travel planning, preparing travel vouchers, filing, record keeping, telephone applications, supply requisition and equipment maintenance.
- Demonstrated ability to work independently and collaboratively and willingness to accept responsibility.
- Demonstrated organizational skills and an eye for detail.
- Demonstrated ability to meet short deadlines in high-pressure situations.
- Demonstrated proficiency in Microsoft Word, PowerPoint, Excel and Adobe.
- Ability to maintain confidentiality, handle sensitive information and exercise discretion at all times.
- Demonstrated skill in providing excellent customer service.
- Demonstrated ability to exhibit the qualities of judgment, temperament, integrity, trustworthiness and strong character required of an officer of the judiciary.

PREFERRED QUALIFICATIONS:

- A bachelor's degree from an accredited college.
- Advanced skill in the use of technology, including personal computers, mobile devices and their applications.
- Experience involving responsibility as the principal administrative assistant in an executive setting dealing with law-related matters.
- Familiarity with federal court practice and CM/ECF.

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 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 (2026-23 Judicial Assistant) 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.