

#10-03
October 19, 2009



Career Opportunity

United States District Court
Southern District of Texas

Position: Deputy-in-Charge/Case Manager

Location: Galveston, Texas

Closing Date: Until Filled

Salary Range: \$60,937 - \$99,036 (CL 28)

POSITION OVERVIEW:

The Deputy-in-Charge/Case Manager of the Galveston division reports directly to the Director of Judicial Support and has supervisory responsibility for operations support in the Galveston division. Incumbent communicates with the Galveston judges on local procedures and issues; maintains contact and works with the public, the bar, Probation and Pretrial Services, the U.S. Attorney's Office, the U.S. Trustee's Office and the U.S. Marshals Service and administers matters brought to the court by calendaring and regulating case movement. Performs administrative work in analyzing, controlling, recommending and implementing policy concerning the division office operating practices and procedures. Prepares statistical summaries, reports, and data for the division, the clerk, judges, and other agencies.

The Deputy-in-Charge/Case Manager coordinates with GSA for maintenance of the facilities, establishes and adjusts work schedules as necessary, conducts performance evaluations, makes recommendations on personnel actions, certifies time and attendance records for the division, and performs other duties as assigned.

PREFERRED QUALIFICATIONS:

- Bachelor's degree in business management, public administration, judicial administration or related area.
- Minimum of three years general office administrative work experience plus three years of progressively responsible office management experience and demonstrated ability to manage a legal office and diverse clerical staff.
- Knowledge of process design, statistical controls and automated office systems.
- Experience with a court automated case management system is preferred.
- Excellent verbal and written communication and interpersonal skills.
- Demonstrated ability to work effectively with judges and their staff.

BENEFITS:

Benefits include participation in the retirement system, thrift savings plan with matching contributions, health/medical plans, Section 125 Flexible Benefit Plans, life insurance, long term care and long term disability insurance, 10 annual holidays, annual and sick leave accrual plans.

APPLICATION PROCESS:

To be considered for this position, please submit a completed application form (available on our website); a resume and cover letter (in one PDF attachment) noting the position number, explaining why you are interested in the position and detailing your relevant training and experience via email to employment@txs.uscourts.gov. You may also submit the materials via regular mail or fax to:

United States District Court
Human Resources
Attn: Relinda Landry
P.O. Box 61010
Houston, Texas 77208
Fax: 713-250-5717

Internal applicants may apply by submitting the requested information to Human Resources with a copy to your immediate supervisor. The memo should include the information requested in the cover letter above.

The court reserves the right to withdraw this announcement without prior notice. Applicants may be considered for similar future opportunities. Applicants may be asked to take a proficiency test. The final candidate will be subject to a background check, credit check and/or records check with law enforcement agencies. Positions in the United States Courts are excepted appointments. Employees are not under the Civil Service System and are “at will” employees.

EQUAL OPPORTUNITY EMPLOYER