

## Career Opportunity 10-07

United States District Court  
Southern District of Texas



Position: Case Manager to Lynn N. Hughes  
United States District Judge

Location: Houston, Texas

Closing Date: November 13, 2009

Salary Range: \$50,840 - \$82,628 (CL27)

### Overview:

The case manager schedules the hearings and trials; controls the paper-flow of cases; reviews filings for emergencies, conflicts and errors; acts as liaison between judge and counsel; assists in jury selection, impanels juries; works with the jury clerks; works with the judge, secretary, and law clerks; and performs other duties assigned.

### Qualifications:

You must have the equivalent of six years administrative-support experience. Three years should allow knowledge of procedures in a law office, corporate or governmental office dealing with legal or regulatory matters, or a court. A bachelor's degree is preferred.

Applicant must be efficient with computers and with word processing, e-mail, and calendaring software. Must be able to deal politely and effectively with judges, clerk's office staff, lawyers, jurors, and litigants in scheduling, work flow, and courtroom logistics.

### Benefits:

Benefits include participation in the retirement system, thrift savings plan, health and life insurance, and holidays and leave. The court cannot reimburse candidates for travel or moving expenses.

### Application Process:

To be considered for this position, please send the application form that is available on our website; resume and cover letter (in one PDF attachment) noting the position number, explaining why you are interested in the position and detailing your training and experience

by email to [employment@txs.uscourts.gov](mailto:employment@txs.uscourts.gov). You may also submit them by regular mail or facsimile to:

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

Internal applicants may apply by submitting the information to Human Resources with a copy to your immediate supervisor.

The court may withdraw this announcement any time. Applicants may be asked to take a proficiency test. The final candidate will be subject to a background check, credit check, and records check with law enforcement agencies. Positions in the United States Courts are excepted appointments. Our employees are not under the Civil Service System, and their tenure is “at will.”

Equal Opportunity Employer