



**UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF TEXAS**

<b>Position</b>	<b>Judicial Assistant to Chief U. S. District Judge</b>
<b>Job Number</b>	<b>USDC 20-01</b>
<b>Closing Date</b>	<b>Applications will be considered as soon as received and will continue to be considered until the position is filled</b>
<b>Grade/Salary</b>	<b>Up to JSP 10/10 ~ up to \$73,891 Salary commensurate with experience / Federal employees will be considered for a salary match</b>
<b>Location</b>	<b>San Antonio, Texas</b>
<b>Priority consideration will be given to current judiciary employees</b>	

The U. S. District Court in San Antonio, Texas is currently accepting applications for the position of Judicial Assistant to Chief United States District Judge Orlando Garcia.

The Judicial Assistant provides administrative and case-related support to the judge and is responsible for the day-to-day operational management of the judge's chambers. The judicial assistant plays an important role in exemplifying and helping to foster a positive approach of professionalism, teamwork, mutual respect, and dedication to public service.

**The Judicial Assistant's duties include, but are not limited to:**

- Managing chambers' case management system;
- Maintaining the judge's personal and court calendar;
- Working with a wide range of staff throughout the courthouse to help fulfill chambers' duties and needs;
- Preparing and editing legal documents;
- Gathering and maintaining statistical data for reports;
- Providing assistance to the judge and law clerks;
- Arranging meetings and conferences for the judge;
- Arranging and maintaining the judge's travel itineraries;
- Receiving and reviewing correspondence;
- Locating, scanning, copying, filing, and certifying documents;
- Maintaining, updating, purging files, and tracking filed documents;
- Maintaining office supplies and equipment;
- Handling routine office matters; and
- All other duties as assigned.

**Minimum requirements for the position include:**

- One year of recent administrative support experience, preferably in a legal environment;
- Exceptional interpersonal skills and discernment for precise work with professionals on deadlines in a close and collaborative environment;
- Excellent verbal and written communications skills;

- The ability to work independently with minimum supervision; anticipate needs and problems; and to learn, adapt, or develop, as needed;
- The ability to simultaneously manage multiple projects;
- Exceptional organizational skills and attention to detail in a deadline driven environment;
- Experience using the internet and a variety of software (Word, Excel, Adobe Acrobat), and excellent computer and research skills (including Westlaw);
- The ability to exercise tact, good judgment, and initiative;
- The ability to maintain strict confidence of all office and judicial matters; and
- The availability for overtime and overnight travel as needed.

The final candidate will be subject to criminal history and financial background investigations by law enforcement agencies, which include FBI fingerprinting. The applicant must be a United States citizen or a lawful permanent resident (i.e., green card holder) who shows proof of seeking citizenship.

**APPLICATION PROCEDURE:** Qualified candidates may apply by including a cover letter (include job title/number listed above), detailed resume, e-mail address, and daytime phone number. The packet should be submitted as a single .pdf document to: [TXWRecruitment@txwd.uscourts.gov](mailto:TXWRecruitment@txwd.uscourts.gov)

#### **The U.S. District Court is an Equal Opportunity Employer**

*The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without prior notice. The U.S. District Court requires employees to adhere to a Code of Ethics and Conduct. This court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative. The decision on granting reasonable accommodations will be made on a case by case basis.*