



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF LOUISIANA
OFFICE OF THE CLERK**
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WILLIAM W. BLEVINS
CLERK OF COURT

CAROL L. MICHEL
CHIEF DEPUTY

NOTICE OF POSITION VACANCY

POSITION TITLE: OPERATIONS SUPERVISOR
POSITION LOCATION: NEW ORLEANS, LOUISIANA
VACANCY ANNOUNCEMENT #: 15-DSC-01
OPENING DATE: MONDAY, FEBRUARY 9, 2015
CLOSING DATE: FRIDAY, FEBRUARY 20, 2015 (BY CLOSE OF BUSINESS 5:00 PM)
JOB CLASSIFICATION/GRADE: CL – 27/28 (IF SELECTED AT THE CL-27, PROMOTION POTENTIAL WITHOUT FURTHER COMPETITION EXISTS)
SALARY RANGE: \$46,839 - \$91,275 (DEPENDING ON QUALIFICATIONS AND EXPERIENCE)

POSITION OVERVIEW

The United States District Court for the Eastern District of Louisiana is seeking qualified applicants for the full-time permanent position of Operations Supervisor. The Operations Supervisor assists the Operations Manager and Case Administration Supervisor with the development and administering a performance management and quality standards program for the units, along with analysis of the units long-term resource, projects and structural planning.

REPRESENTATIVE DUTIES:

- Directly supervises the Magistrate Judge Case Manager Unit and the Court Reporter Coordinator.
- Conducts civil and criminal training for Magistrate Judge Case Managers including courtroom procedures for both bench and jury trials.
- Backup to the Court Reporter Coordinator
- Coordinates relief for Magistrate Judicial Assistants.
- Collaborates with organizing and planning daily work assignments, issues to be resolved and training programs to be provided with the Case Administration Supervisor and Operations Manager.
- Provides support for subordinates in the Magistrate Judge Case Manager Unit, and assists with providing support to the Case Administration Unit in the absence of the Supervisor and/or Operations Manager.
- Works independently and collaboratively with court units on the development of new initiatives and projects, which provide additional efficiencies with the implementation of new tools and procedures requested by judges and/or the Administrative Offices, as required by budget or changes in the law.
- Collaborates with the Case Manager Supervisor on mentoring and training to be provided by the Case Manager Unit and monitors the training once initiated.
- Coordinates and approves leave for the Magistrate Judge Case Managers and the Court Reporter Coordinator.
- Evaluates performance and conducts semi-annual performance reviews for Magistrate Judge Case Managers.

- Handles adverse personnel issues including performance and misconduct issues of subordinates.
- Maintains a list of docketing and quality control errors for Magistrate Judge Case Managers and reviews with subordinates.
- Assists with docketing all court orders and conducts quality control on e-filings for out of district judges handling EDLA cases in the absence of the Case Administrator Work Leader.
- Conducts quality control of all new civil cases entered by court users and attorneys for conformity with the local and federal rules.
- Backup to Supervisor of the Case Administration Unit for the coordination and processing of sealed CJA Budget Authorization orders between the District and Circuit courts.

QUALIFICATIONS:

Applicant must be a high school graduate or equivalent with a minimum of two years general experience and at least two years of specialized experience, including at least one year equivalent to a CL-26. Bachelor’s Degree preferred.

General experience is defined as progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures demonstrating the ability to apply a body of rules, regulations, directives, or laws and involving the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

Applicants must possess excellent computer and typing skills including skills in word processing, scanning and uploading PDF documents, email, and web browsers. Positions encompasses a great deal of responsibility and requires a mature, self-motivated person with a professional attitude. Applicant must also demonstrate excellent organizational skills and skills in prioritizing tasks and work assignments. The ability to communicate effectively verbally and in writing is required since frequent contact is with a wide variety of individuals. Good knowledge of language usage, grammar, and spelling is required.

BENEFITS:

Employees of the United States District Court are not subject to regulations of the Civil Service Commission. However, under the Judicial System they are entitled to the same benefits as other federal government employees. Some of the benefits are:

- During the first three years of full-time employment, employees receive 13 days of paid vacation. Thereafter, between 20-26 days of paid vacation depending upon the length of federal service.
- Employees receive 13 days of paid sick leave (unlimited accumulation) and ten (10) paid federal holidays a year.
- Subsidized medical coverage with pre-tax employee premiums and flexible benefits program for health care, dependent care and commuter/parking expenses.
- Eligibility for Group Life Insurance, Long Term Disability, and Long Term Care coverage.
- Mandatory participation in the Federal Employees Retirement System with employer matching contributions.
- Employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit.
- Promotions are at the discretion of the court based upon job classification, experience and performance.
- When computing employee leave and retirement benefits, time in service with other federal agencies, as well as time for prior military service, is taken into consideration.

*****Eligibility for benefits varies with part-time and/or temporary appointments*****

ADDITIONAL INFORMATION:

The Office of the Clerk provides clerical support and record keeping services to the U. S. District Court for the Eastern District of Louisiana. The Clerk’s Office provides both short and long range opportunities for those interested in a service career with the United States Courts.

New Selectees are subject to background check or investigation and subsequent favorable suitability determination, and selectees to high-sensitive positions are subject to updated background investigations every five years.

HOW TO APPLY:

Applicants must be citizens of the United States or be authorized to work in the United States.

Interested candidates should submit a complete applicant’s packet which includes:

- A letter of interest (cover letter)
- A current/detailed resume

Please reference the vacancy announcement number in your letter of interest. Applications will not be considered complete until all items listed above have been received by Human Resources. All application materials must be submitted **ELECTRONICALLY**.

Please email your complete applicant’s packet to: HRAdmin@laed.uscourts.gov

DISCLOSURES:

The United States District Court reserves the right to modify the conditions of this vacancy announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. The United States District Court requires employees to adhere to a Code of Conduct for Judiciary Employees. The Court will not reimburse candidates for travel in connection with the interview or pay for any relocation expenses. Only those interviewed will be notified of the selection outcome. We appreciate your interest in employment with our district.

The United States District Court for the Eastern District of Louisiana is an Equal Opportunity Employer