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: **MAGISTRATE SUPPORT CLERK**

POSITION LOCATION: NEW ORLEANS, LOUISIANA

VACANCY ANNOUNCEMENT #: 15-DSC-03

OPENING DATE: MONDAY, FEBRUARY 9, 2015

CLOSING DATE: FRIDAY, FEBRUARY 20, 2015 (BY CLOSE OF BUSINESS 5:00 PM)
MORE THAN ONE POSITION MAY BE FILLED FROM THIS VACANCY ANNOUNCEMENT.

JOB CLASSIFICATION/GRADE: CL – 26

SALARY RANGE: $42,644 - $69,289 (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 Magistrate Support Clerk. Magistrate Support Clerks makes summary entries of all civil and criminal documents and proceedings on the docket, including, but not limited to, pleadings, petitions, motions, complaints, minute entries, and orders. In consolidated cases, makes summary entries in the master case and all applicable members cases.

REPRESENTATIVE DUTIES:

- Reviews all electronically filed civil and criminal documents using system generated reports to insure compliance with the FRCP and the Court's Local Rules. Notifies attorneys of errors and deficient filings. Verifies that motions are set before the appropriate judicial officer, (i.e. dispositive motions – District Judge, discovery motions – Magistrate Judges) and makes applicable modifications, including setting motions for oral argument.
- Manages Magistrate Judge's cases by calendaring and regulating their movement, monitoring filing of pertinent documents and timely responses to judicial orders, and setting dates and times for hearings, trials, and conferences. Keeps Magistrate Judge and immediate staff informed of case progress.
- Attends various court proceedings with the Magistrate Judge, such as Central Violations Bureau (CVB) trials, CONMAG civil trials, evidentiary hearings and Judgment Debtor examinations.
- Creates daily report of pertinent documents such as motions, oppositions, etc., for Magistrate Judges based on the Docket Activity Report and notifies chambers.
- Ensures the accuracy and prepares the CJRA Report for the Magistrate Judges.

- Prepares the monthly statistical report for the Magistrate Judge for submission to the Administrative Office (AO) after verifying all information.
- Reviews all pleadings signed by the Magistrate Judge including, but not limited to orders, rulings and minute entries, to determine their process.
- Assists in case management by ensuring that all automated civil entries are appropriately linked for proper case management by District Judge Case Managers and chambers.
- Scans, dockets and maintains the confidentiality of sealed documents.
- Assists chamber's staff with case management and resolving problem issues.
- Answers numerous in person and telephone inquiries, including inquiries from the CM/ECF Help Desk, by furnishing information on a wide variety of topics, such as case status and assistance with the electronically filing of documents.
- Reviews all orders signed by the District or Magistrate Judges to determine their process.
- Provides relief for the Judicial Assistants when necessary.
- Opens civil and criminal cases upon receipt of initiating documents, such as complaints, notices of removal, petitions for writ of habeas corpus, indictments, etc. Enters the statistical opening information into the automated system for accurately reporting cases to the AO.
- Retrieves and makes copies of documents or other court forms for court personnel, attorneys, and others.
- Monitors the Deficiency Remedy Report daily to ensure that all deficiencies have been remedied.
- Verifies attorney's authority to practice in this court, and notifies the attorney maintenance clerk of any discrepancies.
- Issues summons for complaints, amended complaints, etc. Issues warrants of arrest of vessel, writs of garnishment and other process to various parties pursuant to court orders. Also issues warrants of arrest, writs and summons in criminal cases.
- Scans and converts documents filed over the counter into the court's electronic system.
- Scans trial exhibits and copies to CD for 5th Circuit's EROA.
- Maintains paper documents that are kept in the Clerk's Office, such as original bond papers, criminal documents containing an original signature, etc.
- Certifies court documents for parties, attorneys, other court agencies, and the public.
- Processes print jobs generated for parties and attorneys not receiving court notices via email by metering the envelopes for mailing via U. S. Postal Service.
- Reports all Copyright, Patent and Trademark cases to the appropriate office. Notifies the Social Security Administration (SSA) of court ordered remands in cases reviewing the decision of the SSA.
- Works with chambers and supervisors to process orders efficiently. Provides back up coverage for other docket clerks and other departments as required.

QUALIFICATIONS:

Applicants must be a high school graduate or equivalent with a minimum of two years general experience, and at least one year of specialized experience equivalent to a CL-25.

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. Position 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 reserves the right to fill multiple positions from this vacancy announcement. 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