



**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF LOUISIANA  
OFFICE OF THE CLERK**

[WWW.LAED.USCOURTS.GOV](http://WWW.LAED.USCOURTS.GOV)

WILLIAM W. BLEVINS  
CLERK OF COURT

CAROL L. MICHEL  
CHIEF DEPUTY

**NOTICE OF POSITION VACANCY**

**POSITION TITLE:** DIRECTOR OF COURT SERVICES

**POSITION LOCATION:** NEW ORLEANS, LOUISIANA

**VACANCY ANNOUNCEMENT #:** 16-DSC-08

**OPENING DATE:** MONDAY, OCTOBER 10, 2016

**CLOSING DATE:** APPLICATIONS RECEIVED BY CLOSE OF BUSINESS, 5:00 PM  
CENTRAL/STANDARD TIME, **FRIDAY, OCTOBER 28, 2016** WILL BE  
CONSIDERED FOR FIRST REVIEW (**OR UNTIL FILLED**).

**JOB CLASSIFICATION/GRADE:** CL – 29/30 (IF SELECTED AT THE CL-29, PROMOTION POTENTIAL WITHOUT  
FURTHER COMPETITION EXISTS)

**SALARY RANGE:** \$67,537 - \$129,754 (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 Director of Court Services. The Director of Court Services is a senior level management position that reports to and is managed by the Chief Deputy. This position provides professional and managerial oversight of the court's operational service units related to case management, jury, intake, and support functions.

**REPRESENTATIVE DUTIES:**

- Manage, develop, and mentor supervisory staff involved in court operational activities, including establishing standards, assigning and reviewing work, evaluating performance, and handling disciplinary actions. Address operational or systems problems and ensure solutions are determined and implemented. Ensure appropriate supervisory coverage is provided through effective delegation of authority.
- Conduct staff meetings, provide information and delegate work fairly and consistently. Reallocate personnel and/or equipment to cover workload fluctuations. Develop short- term and long-range workforce plans. Ensure employees receive appropriate process, procedural, and systems related training, including initial, updated, or remedial training as needed.
- Establish work procedures and performance standards. Provide oversight of court service operations, including case management data-entry, case opening and closing, quality control, and dictionary maintenance, through coordination and communication of office procedures with supervisors, senior management, judges, and chambers staff. In collaboration with supervisors and staff, solve work related problems using available resources, information, and data. Oversee work products and processes and provide guidance and support as required.

- Communicate and respond to requests from upper management with regard to court services operational areas to keep them well-informed. Provide advice on complex matters to staff, supervisors, managers, unit executives, and judges.
- Develop, manage, and arrange training in court programs for internal and external customers relating to the court's electronic filing system, attorney admissions procedures, pro se handling policies, etc.
- Oversee accountability for deposits of monies received and preparation of related financial reports and the maintenance of the jury wheel, summoning of jurors, evaluation of questionnaires, maintenance of juror attendance, juror orientation, and assignment of panels.
- Communicate clearly and effectively, both orally and in writing, to explain complex operational matters and concepts to individuals and groups with varying experience and backgrounds. Interact effectively with the public and staff, providing good customer service and resolving difficulties efficiently while complying with regulations, rules, and procedures. Facilitate, mediate, and negotiate complex and sensitive matters with judges, managers, unit executives, supervisors, and court staff, while maintaining confidentiality.
- Represent the Court on various committees and boards within the Judiciary, other federal agencies or other entities when needed, while initiating and maintaining partnerships with said entities.
- Monitor and arrange for processing, maintenance and appropriate disposal of records, reports and other documents of the Court.
- Assist in the selection process of personnel for appointment.
- Perform other special projects or assignments as directed by the Clerk of Court or Chief Deputy.

**QUALIFICATIONS:**

To qualify for the position, an individual must possess:

- (1) At least three years of progressively responsible administrative, technical, professional, supervisory or managerial experience, that provided an opportunity to gain:
  - Skill in developing the interpersonal work relationships needed to lead a team of employees;
  - The ability to exercise mature judgement;
  - Supervisory and leadership experience that demonstrates a thorough knowledge of the basic concepts, principles and theories of management and the ability to understand the managerial policies applicable to the judiciary unit involved;
  - Excellent verbal and written communication skills;
  - The ability to work effectively with a wide variety of people, and organize, oversee and complete projects; and
  - Exceptional interpersonal and customer service skills.
- (2) At least one year of experience at or equivalent to the next level below the level of the position for which the person is being considered.

**PREFERRED, but not required skills and experience include:**

- federal court experience preferred;
- mature, self-motivated person with a professional attitude able to handle high levels of responsibility
- proficiency in computer, internet, and typing skills including use of Microsoft Word, Excel, and PowerPoint and Adobe PDF;
- completion of a bachelor's degree is highly preferred; a degree in business, criminal justice, management science, political science, public administration or a related field.

### **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 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.

### **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:

- cover letter;
- resume including a list of three professional references familiar with the applicant's management style and abilities;
- narrative statement that describes applicant's management style and philosophy and explains how the applicant's qualifications and relevant experience relate to the position; and
- an application for Federal Branch Employment AO-78 (visit the court's website at [www.laed.uscourts.gov](http://www.laed.uscourts.gov) to download the job application).

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](mailto: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***