



**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: DIRECTOR OF EDUCATION AND TRAINING
POSITION LOCATION: NEW ORLEANS, LOUISIANA
VACANCY ANNOUNCEMENT #: 17-DSC-16
OPENING DATE: WEDNESDAY, JUNE 21, 2017
CLOSING DATE: WEDNESDAY, JULY 12, 2017 APPLICATIONS RECEIVED BY CLOSE OF BUSINESS, 5:00 PM CENTRAL/STANDARD TIME, (OR UNTIL FILLED).
JOB CLASSIFICATION/GRADE: CL-27
SALARY RANGE: \$48,170 – 78,270 (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 a Director of Education and Training. The Director of Education and Training develops, coordinates, and provides administrative, technical, and professional work based training programs and activities related to the learning and strengthening of operation based activities. The incumbent conducts research, analyzes data, and collaborates with the management team to develop and implement training programs in support of strategic planning goals and long-term staff development priorities and to ensure operational compliance with appropriate guidelines, policies, procedures, and approved internal controls. The Director of Education and Training is also responsible for coordination of naturalization ceremonies, scheduling and set-up of available court space for events by requesting organizations, associations, and agencies, and providing outreach activities in support of the judiciary's mission to engage public constituents to promote a better understanding of the federal courts and justice system.

REPRESENTATIVE DUTIES:

- Develop training programs for internal customers (employees) and/or external customers (such as attorneys filing cases in the court) and draft applicable training manuals, handbooks, job aids, web content, and other related materials. Change or customize existing training programs to meet current needs or in response to training requests identified by managers.
- Coordinate, deliver, and evaluate training programs, including those developed in-house and developed by outside vendors. Schedule related trainer, facility, and funding resources for training programs and/or projects. Provide classroom training, one-on-one training, and presentations to court staff, management, judges and their staff, and attorneys on case management topics and procedural changes.
- Collect, review, and analyze data and information relating to court operations and strategic activities to develop a

variety of staff training and development programs to ensure compliance and support staff competency in the long-term support of the court's business.

- Establish a training record system and assess needs for both internal and external customers by conducting surveys, interviewing of customers, and analyzing and prioritizing operational needs and skill gaps in conjunction with managers.
- Review suggested operational changes, conduct meetings to gather input and ideas, develop project plans, make proposals to management, and assist in implementing initiatives.
- Coordinate upcoming court events with various agencies and outside groups, including naturalization ceremonies. Manage and coordinate related activities for space availability, set-up needs, building system utilization, technology requirements, and security parameters.
- Perform public outreach type duties including the development, coordination, and presentation of courthouse based educational activities, programs, and tours including the preparation of applicable outlines, manuals, and handouts.
- Serve as project coordinator for special initiatives and assignments from the Clerk and Chief Deputy.
- Other duties as assigned.

QUALIFICATIONS:

Applicants must be a high school graduate or equivalent with a minimum of two years of specialized experience, including at least one year equivalent to work at the CL-25; or completion of the requirements for a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements:

- An overall "B" grade point average equaling 2.90 or better of a possible 4.0;
- Standing in the upper third of the class;
- Completion of one academic year (18 semester or 27 quarter hours) of graduate study in an accredited university in field closely related to the subject matter of the position

Specialized experience:

Progressively responsible experience in teaching, training, researching, making presentations, lecturing; to include developing and evaluating training materials and methods, for the implementation of training program resources and systems.

PREFERRED QUALIFICATIONS:

- Proficiency in writing effective instructions (including both training guides and job aids) for users and fellow staff
- Ability to communicate clearly, concisely, and with accuracy, both orally and in writing, as well as work in a professional manner with staff, chambers staff, management, and other agencies
- Ability to work under pressure and adapt to a variety of duties
- Possess strong organizational, analytical, problem solving, and customer service skills

BENEFITS:

Employees of the United States District Court are "**at will**" employees, are not subject to regulations of the Civil Service Commission, and do not qualify for Merit System Board protections. 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 completed AO-078 Federal Judicial Branch Application For Employment
- A letter of interest (cover letter)
- A current/detailed resume
- A detailed narrative statement addressing specific qualifications and relevant experience that outlines your training experience, and preferred method or style of training

The AO-078 application form can be downloaded from:
http://www.laed.uscourts.gov/sites/default/files/forms/AO_078.pdf

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, and/or fill multiple positions from this vacancy announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior written 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