



**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: CRIMINAL DUTY MAGISTRATE JUDGE COURTROOM DEPUTY
POSITION LOCATION: NEW ORLEANS, LOUISIANA
VACANCY ANNOUNCEMENT #: 19-DSC-10
OPENING DATE: MONDAY, MARCH 18, 2019
1ST CLOSING DATE: APPLICATIONS RECEIVED BY CLOSE OF BUSINESS, 5:00 PM
CENTRAL/DAYLIGHT TIME, **FRIDAY, MARCH 29, 2019**, WILL BE
CONSIDERED FOR FIRST REVIEW (OR UNTIL FILLED).
JOB CLASSIFICATION/GRADE: CL-26/CL-27
SALARY RANGE: \$44,562 - \$79,617 (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 Criminal Duty Magistrate Judge Courtroom Deputy. The Criminal Duty Magistrate Judge Courtroom Deputy manages the Criminal Duty caseload and provides courtroom and other assistance through management of case filings, court calendars, court proceedings, electronic court recording operator (ECRO) duties, recording pertinent results for minutes and drafting relevant minutes and/or orders. Issues criminal complaint numbers, search warrant numbers and sealed miscellaneous case numbers through CM/ECF. Performs all case administration and docketing for Criminal Duty Magistrate Judge cases. Performs daily quality control checks on all filings in Criminal Duty Magistrate Judge cases. Dockets all search warrants and related documents. Manages case filings and attends initial court proceedings for CVB (Central Violations Bureau) citations.

REPRESENTATIVE DUTIES:

- Manages all criminal duty matters assigned to the magistrate judges.
- Sets dates and times of all criminal magistrate judicial proceedings and informs the magistrate judges and their staffs of case progress. Reviews materials and information related to scheduled proceedings to ensure that all records and reference materials are available for use by the judicial officers and counsel. Schedules interpreters when necessary. Maintains confidentiality of all sealed matters.

- Prepares daily calendar: Organizes, confirms necessity of each hearing, researches history of each case, generates calendar. Issues notices of hearing to counsel and all parties involved of date, location and requirements of the hearing. Also, prepares and maintains the yearly Criminal Magistrate Duty Calendar.
- Attends daily court sessions in all criminal duty matters. Records proceedings utilizing electronic court recording equipment. Takes notes of proceedings, rulings and notices and prepare minutes of court proceedings and required documents such as bond and detention papers, appointment of counsel, criminal judgments, etc., as applicable. Participates in the criminal weekend duty rotation.
- Assists with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring the presence of all necessary participants, accepting and managing exhibits admitted into evidence, and swearing in witnesses and interpreters.
- Issues Criminal Duty Magistrate Judge case numbers through CM/ECF. Opens these cases upon receipt of initiating documents. Dockets minute entries of court proceedings, orders, and all other necessary documents submitted, or properly disseminates paperwork throughout the clerk's office for docketing. Closes cases upon receipt of terminating documents. Ensures that all automated entries are appropriately linked for proper case management. Answers inquires on case status. Performs quality control checks on Criminal Duty Magistrate Judge cases.
- Issues search warrant numbers through CM/ECF. Dockets all search warrants and search warrant related documents.
- Prepares initial CVB docket, attends court proceedings, prepares notices, warrants, judgment orders and all other documents that are necessary. Handles all correspondence, telephone calls and email inquiries related to CVB violations.
- Maintains and prepares monthly criminal duty statistical report.
- Acts as liaison among members of the clerk's office, the bar, and the magistrate judges and their staffs to ensure that cases proceed smoothly and efficiently. Coordinates criminal magistrate case activities with other courts, federal agencies, and attorneys.

MINIMUM QUALIFICATIONS:

To qualify for appointment at CL-26, the applicant must be a high school graduate or equivalent with a minimum of two years of specialized experience, one of which must be equivalent to CL-25, with promotion potential to CL-27 without further competition.

To qualify for appointment at CL-27, the applicant must be a high school graduate or equivalent with a minimum of two years specialized experience, one of which must be equivalent to CL-26.

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.

PREFERRED QUALIFICATIONS:

- Preference may be given to applicants who have prior federal court experience, and/or courtroom experience in a similar position.

- Experience and judgment in creating, handling, or processing legal documents, such as that acquired in federal or state courts or law offices, is preferred.
- Ability to communicate effectively with a variety of people and skill in dealing with others in person-to-person work relationships.
- Skill in using automated systems for filing documents and extracting relevant information.
- Experience which reflects the applicant's ability to work under pressure and deal with change.
- Demonstrable ability to manage successfully multiple competing priorities and work with limited supervision.
- Excellent verbal and writing skills.
- Experience with current versions of Lotus Notes, Microsoft Word and Windows.
- A Bachelor's degree and/or a paralegal certificate is preferred.

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, they earn 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 applicants should submit **one PDF document** that contains:

- a cover letter
- a resume

- three professional references and
- a completed AO-078 Federal Judicial Branch Application for Employment.

Email the PDF document to HRAdmin@laed.uscourts.gov with the subject line “**Criminal Magistrate Courtroom Deputy 19-DSC-10**”.

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