



**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: APPEALS CASE MANAGER
POSITION LOCATION: NEW ORLEANS, LOUISIANA
VACANCY ANNOUNCEMENT #: 19-DSC-21
OPENING DATE: MONDAY, JULY 22, 2019
1ST CLOSING DATE: APPLICATIONS RECEIVED BY CLOSE OF BUSINESS, 5:00 PM
CENTRAL/DAYLIGHT TIME, **FRIDAY, AUGUST 2, 2019**, WILL BE
CONSIDERED FOR FIRST REVIEW (**OR UNTIL FILLED**). (**MORE THAN ONE
POSITION MAY BE FILLED FROM THIS VACANCY ANNOUNCEMENT**).
JOB CLASSIFICATION/GRADE: CL-25
SALARY RANGE: \$41,140 - \$66,888 (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 Appeals Case Manager. The Appeals Case Manager performs duties that support the overall functioning of the Appeals and Intake Units. The multiple functional areas include: Appeals Filings, New Case Filing, Pro Se Filings, Miscellaneous Filings, Attorney Admissions and Dues, Records Management, and Check Log. More than one position may be filled from this vacancy announcement.

REPRESENTATIVE DUTIES:

- Processes, tracks and monitors notices of appeal, interlocutory appeals, appeals to the Federal Circuit, certificates of appealability, and other appellate documents in accordance with the Federal Rules of Appellate Procedure and the Federal Rules of Civil and Criminal Procedure.
- Acts as liaison between the District Court and the Circuit Court of Appeals. Contacts appellate clerks, work leaders, and supervisors as needed, acting independently.
- Assists with training new clerks on the Intake, Appeals, Records, and Attorney Admissions and Dues processes.
- Prepares, conforms, and transmits to the Circuit Court of Appeals electronic records of appeal in civil, criminal, other matters and any other pertinent documents in accordance with the rules, requirements, and local practices of the district and appellate courts.
- Prepares and transmits sealed documents to the Clerk of the Circuit Court of Appeals and releases documents to the appropriate attorneys after verifying authorization for release.
- Reviews docket entries to determine if trial exhibits exist for the case on appeal and coordinates the transfer of exhibits to the Circuit Court of Appeals. Coordinates release of exhibits to attorneys. Maintains custody and control of all court records and exhibits from inception of appeal to final disposition.

- Furnishes information on appellate procedure in person and by telephone, distributes necessary forms to expedite appeals, and advises parties on the requirements of the Rules of Appellate Procedure and local practices.
- Performs docketing of events in civil and criminal cases to release the prepared appellate record to the appropriate attorneys to assist in preparation of briefs.
- Reviews docket entries to determine if transcripts are needed and sends appropriate forms to attorneys.
- Refers transcript issues to Court Reporter Coordinator.
- Processes writs of certiorari granting or denying appeals of a Circuit Court of Appeals ruling to the Supreme Court.
- Coordinates retrieval of paper filings (sealed and non-sealed) with the Case Managers for release to the Circuit Court of Appeals.
- Verifies receipt of returned paper filings or physical exhibits returned from the Circuit Court of Appeals utilizing the information in the appeals database.
- Handles miscellaneous appeal matters as necessary.
- Receives and processes record requests through the Federal Records Center/Archives for the court, federal agencies, and the general public.
- Backs up and assists the Intake Clerks by providing information to the public in person and on the telephone, answers routine questions, and directs people to the appropriate person or department. Assists with Attorney Admissions and Pro Hac Vice Admissions and issues Certificates of Good Standing.
- Receives and reviews documents and entries in the court's electronic case filing system (CMECF) to determine conformity with all federal and local rules. Informs attorneys when documents are not in compliance and provides instructions for necessary requirements. Routes documents or information to applicable court staff after acceptance.
- Processes apostilles and other certifications such as Abstracts of Judgment, Exemplification Certificates, and Registrations of Judgments in other Districts.
- Receives, screens and routes all incoming mail to appropriate persons or offices.
- Processes any requests or filings received by mail, including docketing of all associated fees.
- Prepares daily mail log of checks received and jointly reconciles log with cashier for input in the cash register (CR) system.
- Routes any checks that cannot be processed before closing to the Intake Supervisor for placement on transfer log in safe.
- Receives payments from customers and issues receipts. Secures funds in cash register, balances cash drawer at the end of the date and processes credit card payments for filed documents.
- Performs other clerical and administrative duties as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIREMENTS:

Applicant 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-24.

General experience is defined as progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the 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.

ADDITIONAL QUALIFICATIONS:

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 and correctly verbally and in writing is required since frequent contact is with a wide variety of individuals. Excellent spelling and writing skills and correct language usage and grammar in both verbal and written communications are required.

PREFERRED QUALIFICATIONS:

Bachelor’s Degree from an accredited four- year college or university and/or a paralegal certification is strongly preferred. Also preferred:

- Federal district or appellate court experience.
- Experience with electronic case filing.
- Knowledge of records requirements for federal and /or state appellate courts.
- Paralegal and/or Legal Assistant experience in appellate litigation.
- Strong writing skills and abilities.

The Clerk’s Office offers an opportunity for a team player with a professional attitude who is self-motivated, detail oriented with excellent interpersonal communications skills, strong desktop skills, basic problem-solving skills and a strong work ethic. Our fast-paced, prestigious environment consists of challenging and rewarding work, training opportunities, and the potential for advancement for bright people with strong initiative, flexibility and the ability to multi-task.

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 Systems Protection Board review. 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

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