



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

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

CAROL L. MICHEL  
CLERK OF COURT

TAMIA N. GORDON  
CHIEF DEPUTY

TODD R. MCGHIE  
CHIEF DEPUTY

**NOTICE OF POSITION VACANCY**

**POSITION TITLE:** CASE ADMINISTRATOR

**POSITION LOCATION:** NEW ORLEANS, LOUISIANA

**VACANCY ANNOUNCEMENT #:** 20-DSC-12

**OPENING DATE:** WEDNESDAY, MAY 6, 2020

**1<sup>ST</sup> CLOSING DATE:** APPLICATIONS RECEIVED BY CLOSE OF BUSINESS WEDNESDAY, MAY 20, 2020, 5:00 PM CENTRAL TIME ONLY, WILL BE CONSIDERED FOR FIRST REVIEW OR UNTIL FILLED. (MORE THAN ONE POSITION MAY BE FILLED FROM THIS VACANCY ANNOUNCEMENT).

**JOB CLASSIFICATION/GRADE:** CL-24/25

(IF HIRED AT A CL-24, PROMOTION POTENTIAL TO A CL-25 EXISTS WITHOUT FURTHER COMPETITION, BASED ON PERFORMANCE, AND AT THE DISCRETION OF THE COURT UNIT EXECUTIVE)

**SALARY RANGE:** \$38,298 - \$68,808 (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 Case Administrator. This position performs a variety of functions to support the Court and serve the bar and the public. The Case Administrator is responsible for ensuring cases proceed smoothly and efficiently, for providing Court notices, and for administering electronic case filing and records.

**REPRESENTATIVE DUTIES:**

- Makes summary entries of all civil and criminal documents and proceedings on the docket. This includes, but is not limited to, such things as pleadings, petitions, motions, complaints, minute entries, and orders. In consolidated cases, makes summary entries in the master case and all applicable member cases. Also docketed in Multi District Litigation (MDL) cases.
- Utilizes the Case Management/Electronic Filing System (CM/ECF) system to docket documents, orders, and judgments in accordance with specified docketing procedures and to run a variety of reports.
- Reviews all electronically filed civil and criminal documents using system generated reports to ensure compliance with the FRCP and FRCrP and 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.

- Assists in case management by ensuring that all automated entries are appropriately linked for proper case management by case managers and chambers.
- Scans, docketed and maintains the confidentiality of sealed documents.
- Assists chambers staff with case administration 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 electronic filing of documents.
- Reviews all orders signed by the District or Magistrate Judges to ensure that the correct process and procedure are followed.
- 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 to ensure that all deficiencies have been remedied. Notifies case managers if the deficiencies are not 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 vessels, writs of garnishment and other process to various parties pursuant to court orders. Issues warrants of arrest and summons in criminal cases.
- Scans and converts documents for parties, attorneys, other court agencies and the public.
- Processes print jobs that are generated for parties and attorneys who do not receive court notices by email through mailing via U.S. Postal Service.
- Reports all Copyright, Patent and Trademarks cases to the appropriate office. Notifies the Social Security Administration of court-ordered remands in cases reviewing SSA decisions.
- Electronically transfers civil cases to other U.S. District Courts.
- Works with chambers and supervisors to process orders efficiently. Provides back up coverage for other case administrators and other units as required.

### **MINIMUM QUALIFICATIONS:**

To qualify for appointment to this position at level CL-24, the applicant must be a high school graduate or equivalent with one year of specialized experience equivalent to CL-23. Promotion to CL-25 without further competition is conditioned upon:

- One year of service at the CL-24 level **and**
- Satisfactory completion within a reasonable time period of a mandatory training and mentoring program such that employee is working independently and successfully performing all case administrator duties with minimal direct supervision.

Incumbents currently at CL-24 who are selected, but who have not yet satisfactorily completed the mandatory training and mentoring program, will be appointed at the CL-24 level until employee satisfactorily completes the

training and mentoring program and is working independently and successfully performing all case administrator duties with minimal direct supervision.

To qualify for appointment at CL-25, applicant must currently be working at CL-25. Remaining at the CL-25 level is dependent on the employee satisfactorily completing the training and mentoring program within a reasonable period, working independently as a case administrator, and successfully performing all case administrator duties with minimal direct supervision.

**General experience** is 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 that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve 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:**

- This position involves communication by phone, by email, and in person with the public, chambers staff, and other court users. The ability to communicate courteously, patiently, respectfully, and accurately is required.
- A high level of accuracy and demonstrated ability to pay keen attention to detail are required to succeed in this position.
- 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.
- This position involves processing a high volume of documents on a daily basis. Applicant must demonstrate excellent organizational skills, skills in prioritizing tasks and work assignments, and the ability to work as part of a cohesive team to meet the needs of the court as a whole.
- The ability to analyze a variety of legal documents to determine compliance with rules, regulations, and procedures is also required. Excellent knowledge and use of language, grammar, and spelling in both oral and written communications are required.
- A Bachelor's Degree and/or completion of a paralegal certificate is preferred. Prior experience with a federal or state court or law office and experience with electronic court filing are also strongly 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, 13 days of paid vacation. Thereafter, between 20-26 days of paid vacation depending upon the length of federal service.
- 13 days of paid sick leave (unlimited accumulation) and ten (10) paid federal holidays annually.
- 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.

Qualified applicants should submit a complete applicant's packet which includes: a letter of interest, a current/detailed resume, and a completed [Application for Judicial Branch Federal Employment \(Form AO-78\)](#), this must be submitted as **one** pdf document by email to [HRAdmin@laed.uscourts.gov](mailto:HRAdmin@laed.uscourts.gov) You must reference the vacancy announcement number in your letter of interest.

### **DISCLOSURES:**

Due to the volume of applications received, the Court may communicate only with those selected for an interview. The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice.

Successful candidate for this position is subject to a full fingerprint and background records check and mandatory electronic direct deposit of salary payment. The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Travel and relocation expenses will not be paid.

***The United States District Court for the Eastern District of Louisiana is an Equal Opportunity Employer***