



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

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CAROL L. MICHEL
CLERK OF COURT

TAMIA N. GORDON
CHIEF DEPUTY

TODD R. MCGHIE
CHIEF DEPUTY

NOTICE OF POSITION VACANCY

POSITION TITLE: SENIOR DISTRICT JUDGE COURTROOM DEPUTY/
CASE MANAGER /CASE ADMINISTRATOR

POSITION LOCATION: NEW ORLEANS, LOUISIANA

VACANCY ANNOUNCEMENT #: 20-DSC-18

OPENING DATE: MONDAY, SEPTEMBER 28, 2020

CLOSING DATE: APPLICATIONS RECEIVED BY CLOSE OF BUSINESS, **TUESDAY, OCTOBER 13, 2020, 5:00 PM** CENTRAL DAYLIGHT/STANDARD TIME, WILL BE CONSIDERED FOR FIRST REVIEW OR UNTIL FILLED.

JOB CLASSIFICATION/GRADE: CL-26/27
(IF HIRED AT A CL-26, PROMOTION POTENTIAL TO A CL-27 EXISTS WITHOUT FURTHER COMPETITION, BASED ON PERFORMANCE AND AT THE DISCRETION OF THE COURT UNIT EXECUTIVE)

SALARY RANGE: \$46,600 - \$83,210 (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 Senior District Judge Courtroom Deputy/Case Manager/Case Administrator. The position manages the senior district judge's criminal and civil caseload and provides courtroom and other assistance through management of case filings, court calendars, court proceedings and drafting relevant minute entries, orders, and judgments. This position will also perform all case administration duties for the Senior District Judge. This position performs a variety of functions to support the Court and serve the bar and the public including ensuring that cases proceed smoothly and efficiently, providing Court notices, and administering electronic case filing and records.

REPRESENTATIVE DUTIES:

- Managing the judge's caseload by monitoring the filing of documents, responses, and deadlines; setting dates and times for trials, hearings, and other necessary matters; and assisting the judge and judicial staff with case progression.
- Reviewing cases, case reports, and docket reports to determine necessary actions.
- Keeping the judge and judicial chambers' staff informed of the case progress.
- Informing the jury administrator and unit of upcoming trials and the need for jurors; assisting the judge and parties in jury selection and maintaining records of jury selection and attendance; and maintaining contact with counsel during jury deliberations.
- Taking accurate notes of proceedings, rulings, and judgments and drafting minute entries, orders, civil judgments, and criminal judgment/commitment orders for the judge's approval; preparing notices and minute entries and electronically docketing them.
- Coordinating submission of motions and court hearings; assisting in the accurate statistical reporting requirements of the Administrative Office of the U.S. Courts; reviewing electronically filed documents to ensure compliance with federal and local court rules and administrative procedures and practices.
- Coordinating the scheduling of court reporters and interpreters as needed for court proceedings.
- Reviewing entries in the court's Case Management/Electronic Filing System (CM/ECF) system to ensure accuracy of the court's records.
- Performing case administration duties including, but not limited to, making summary entries of all civil and criminal documents and proceedings on the docket. Utilizing the CM/ECF system to docket documents, orders, and judgments in accordance with specified docketing procedures. Reviewing all electronically filed civil and criminal documents using system generated reports to ensure compliance with the FRCP and FRCrP and Courts Local Rules. Notifying attorneys of errors and deficient filings. Verifying that motions are set before the appropriate judicial officer and making applicable modifications. Ensuring that all automated entries are appropriately linked for proper case management. Scanning, docketing and maintaining the confidentiality of sealed documents.
- Providing training or assistance to employees in case management and case administration duties as required.
- Providing courtroom assistance by ensuring the orderly flow of proceedings, managing exhibits, assisting witnesses and jurors, and maintaining courtroom decorum.
- Serving as a liaison among the clerk's office, the bar, and the judge and judicial staff to ensure that cases proceed smoothly and efficiently.

MINIMUM QUALIFICATIONS:

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

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

A bachelor's degree is preferred.

General experience is defined as progressively responsible clerical or administrative experience 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 demonstrates the ability to apply a body of rules, regulations, directives, or laws and involves 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 and/or Experience:

- Excellent computer and typing skills including skills in word processing, scanning, and uploading PDF documents, email and web browsers.
- Excellent organizational, analytical, oral, and written communication skills, including the use of proper grammar, spelling, and punctuation.
- The ability to maintain confidential information and abide by Judiciary ethical standards.
- The ability to present a professional demeanor at all times.
- Experience in a fast-paced and demanding environment.
- Case docketing and administration experience, knowledge of CM/ECF, and strong computer skills are desirable.
- Preference will be given to applicants with experience and judgment in creating, handling, or processing legal documents, such as that acquired in federal courts, state courts, or law offices, or to those with paralegal experience and/or certification.

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. (See [Citizenship Requirements](#)).

Qualified applicants should submit **one PDF document** that contains:

- A letter of interest (cover letter),
- A current/detailed resume,
- A completed [AO 078 Federal Judicial Branch Application For Employment](#).

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. No application material, with the exception of academic transcripts, will be accepted via U. S. Mail.

All application material must be submitted ELECTRONICALLY, no exceptions, to:
HRAdmin@laed.uscourts.gov

DISCLOSURES:

Due to the volume of applications received, only those interviewed will be notified of the selection outcome. 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 Judicial Employees](#). The Court will not reimburse candidates for travel in connection with the interview or pay for any relocation expenses. 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