



**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: INTAKE CLERK

POSITION LOCATION: NEW ORLEANS, LOUISIANA

VACANCY ANNOUNCEMENT #: 17-DSC-21

OPENING DATE: MONDAY, JULY 17, 2017

1ST CLOSING DATE: APPLICATIONS RECEIVED BY CLOSE OF BUSINESS, 5:00 PM
CENTRAL/DAYLIGHT TIME, **MONDAY, JULY 31, 2017** 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

SALARY RANGE: \$36,026 - \$58,601 (DEPENDENT 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 Intake Clerk. The Intake Clerk is located in the Operations Division of the Clerk's Office. This position performs duties that support the overall functioning of the intake area. The multiple functional areas include: New Case Filing, Pro Se Filings, Miscellaneous Filings, Records Management and Attorney Admissions. More than one position may be filled from this vacancy announcement.

REPRESENTATIVE DUTIES:

- Receives and reviews incoming documents to determine conformity with all federal and local rules. Routes documents to applicable court staff after acceptance. Informs attorney when document does not comply and instructs on the necessary requirements.
- Transfers and reallocates cases in Case Assignment in accordance with a court order.
- Answers numerous in person and telephone inquiries, directing people to the appropriate person or department, and furnishes information on a wide variety of topics, such as case status, required fees and assistance with electronic filing of initiating documents.
- Reviews the Unassigned Cases Report periodically throughout the day for new electronically filed civil cases. Verifies that the case meets all of the federal and local requirements before assigning a case number, district judge and magistrate judge. Notifies attorneys of any deficiency and monitors compliance.
- Receives payments from customers and issues receipts. Secures funds in cash register, balances cash drawer at the end of the day and processes credit card payments for filed documents.

- Coordinates attorney admissions by directing attorneys to the applicable courtroom and printing certificates for each newly admitted attorney.
- Receives, screens and routes incoming mail to appropriate persons or offices.
- Performs backup coverage for the Appeals Department based on the needs of the Court.
- Receives and processes record requests through the Federal Records Center/Archives for the court, federal agencies and the general public.
- 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-23.

General experience is defined as 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 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 verbally and in writing is required since frequent contact is with a wide variety of individuals. Good knowledge of language usage, grammar, and spelling is required.

PREFERRED QUALIFICATIONS:

Bachelor's Degree from an accredited four year college or university and/or a paralegal certification is strongly preferred. Experience with electronic court filing is also preferred.

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 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

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