



**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF LOUISIANA**

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**NOTICE OF POSITION VACANCY**

**POSITION TITLE:** JUDICIAL ASSISTANT

**POSITION LOCATION:** NEW ORLEANS, LOUISIANA

**VACANCY ANNOUNCEMENT:** 19-DSC-01

**OPENING DATE:** TUESDAY, OCTOBER 23, 2018

**CLOSING DATE:** TUESDAY, NOVEMBER 20, 2018  
APPLICATIONS RECEIVED BY CLOSE OF BUSINESS,  
5:00 PM CENTRAL/ STANDARD TIME WILL BE  
CONSIDERED FOR FIRST REVIEW (POSITION IS OPEN  
UNTIL FILLED).

**JOB CLASSIFICATION/GRADE:** JSP 11/01 through 11/10

**SALARY RANGE:** \$61,218- \$79,586 (Depending on Qualification & 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 Judicial Assistant for a Magistrate Judge. The Judicial Assistant works under the direction of the Magistrate Judge and is responsible for performing a variety of administrative duties.

Applicants should possess a solid command of office protocol and administrative practices, as well as a high level of grammatical expertise and extensive knowledge of writing, editing and proofreading. Applicant should be capable of multi-tasking in a demanding environment. A keen sense of attention to detail, timeliness and confidentiality is essential.

## **DUTIES AND RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:**

- Arrange and manage the judge's schedule, continuously updating and coordinating with the judge, legal parties, attorneys, the clerk's office, and other judicial officers and court unit executives.
- Perform administrative duties, including preparation of documents and correspondence, reviewing legal documents submitted to the court for completeness and accuracy, and other related duties.
- Respond to basic questions related to the status and scheduling of cases.
- Monitoring cases for case conflicts and updating the judge's conflict/recusal list annually or as needed.
- Maintain financial disclosure information. Maintain chambers information storage and filing systems for case filings, correspondence, publications, data, forms, and other documents.
- Serve as liaison between the judge's chambers and the clerk's office, other government agencies, the bar and the public in both criminal and civil matters.
- Schedule court reporters and interpreters as necessary. Inform the jury clerk of upcoming trials and needs for jurors.
- Make travel arrangements and prepare vouchers for travel advances and payments for chambers staff as necessary.
- Additional duties as assigned by the judge, but not limited to: answering telephones, facilitating telephone conferences, direct parties and counsel as appropriate, maintain chamber's supplies, schedule chamber's repairs, prepare/file reports for judge.

## **QUALIFICATIONS:**

Applicants for a Judicial Assistant position must have a minimum of two years of **specialized** experience in progressively responsible secretarial or administrative roles, as the principal office assistant to a supervisor. Four to five years of specialized experience in a **legal** environment with two years or more of college or vocational education is preferred.

**Specialized experience:** Progressively responsible secretarial experience that involved responsibility as the principal office assistant to a supervisor who was dealing with law-related matters, such as might be found in a law, insurance or real estate office.

## **ADDITIONAL REQUIREMENTS AND PREFERRED QUALIFICATIONS:**

- 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 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.

### **MISCELLANEOUS:**

- Participation in the interview process is at the applicant's own expense. The Court will only communicate with those qualified applicants selected for an interview. If you are not notified, another applicant was selected.
- Employees of the United States Courts are not included in the government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Employees who work for the Court are considered "at will" and work at the pleasure of the Court.
- As a condition of employment, successful applicants will be subject to a background check, credit check and/or records check with law enforcement agencies. Also, this position is subject to mandatory electronic funds transfer participation for payment of net pay.
- The Court reserves the right to modify the conditions of this announcement, withdraw the announcement, or fill the position at any time before the closing date, any of which may occur without prior written notice.

### **BENEFITS:**

- During the first three years of full-time employment, employees receive 13 days of paid vacation. Thereafter, they receive 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. Eligible for Group Life Insurance and Long Term Care coverage.
- Mandatory participation in the Federal Employees Retirement System with employer matching contributions as well as required to use Electronic Fund Transfer (EFT) for payroll direct deposit.
- 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.

### **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 (1) a cover letter (2) a resume (3) list of three (3) professional references and (4) a completed AO-078 Federal Judicial Branch Application for Employment. Email the PDF document to [HRAdmin@laed.uscourts.gov](mailto:HRAdmin@laed.uscourts.gov) with the subject line "Judicial Assistant-19-DSC-1"

The AO-078 application form can be downloaded from:  
[http://www.laed.uscourts.gov/sites/default/files/forms/AO\\_078.pdf](http://www.laed.uscourts.gov/sites/default/files/forms/AO_078.pdf)