



**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: OPERATIONS SPECIALIST

POSITION LOCATION: NEW ORLEANS, LOUISIANA

VACANCY ANNOUNCEMENT #: 17-DSC-22

OPENING DATE: MONDAY, JULY 17, 2017

CLOSING DATE: OPEN UNTIL FILLED. APPLICATIONS RECEIVED BY CLOSE OF BUSINESS, 5:00 P.M. CENTRAL/DAYLIGHT TIME, **MONDAY, JULY 31, 2017**, WILL BE CONSIDERED FOR FIRST REVIEW. (MORE THAN ONE POSITION MAY BE FILLED FROM THIS VACANCY ANNOUNCEMENT).

JOB CLASSIFICATION/GRADE: CL – 24

POSITION TYPE: FULL-TIME, TEMPORARY, ONE YEAR AND ONE DAY (THIS POSITION MAY BE EXTENDED OR CONVERTED TO PERMANENT WITHOUT FURTHER COMPETITION).

SALARY RANGE: \$36,026 - \$58,601 (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 temporary position (one year and one day, but may be extended or converted to permanent without further competition) of Operations Specialist. Operations Specialists operate in a team environment and must handle all aspects of judicial support. The incumbent is a member of the Clerk's Office operations staff and provides services to the bench, bar and public and performs a variety of functions based on the needs of the court. Duties include docketing, maintaining and processing case information, and managing the progression of cases to final disposition in accordance with approved internal controls, procedures, and rules.

REPRESENTATIVE DUTIES:

- Reviews all electronically filed civil and criminal documents using system generated reports to insure compliance with the Federal Rules of Civil and Criminal Procedure and the Court's Local Rules. Notifies attorneys and pro se parties 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, including setting motions for oral argument.

- Ensures all orders and automated entries are appropriately and accurately docketed, and makes summary entries on the docket of all documents and proceedings.
- Supports other Operations functions (e.g., jury administration, intake, records, pro se, magistrate clerical and appeals) as well as serves as Electronic Court Recorder Operators based on the needs of the court.
- Performs noticing, manages the progression of cases, maintains official case records, and monitors the completion of required procedural steps.
- 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, required fees and assistance with the electronic filing of documents.
- Opens civil and criminal cases upon receipt of initiating documents, such as complaints, notices of removal, petitions for writs of habeas corpus, indictments, etc. Enters the statistical opening information into the automated system for accurately reporting cases to the AO.
- Scans, docketed and maintains the confidentiality of sealed documents.
- Handles mail processing, jury support, electronic court recording and records management, including filing and archiving records.
- Retrieves and makes copies of documents or other court forms for court personnel, attorneys, and others. Prepares certified copies for parties, attorneys, other court agencies, and the public. Prepares exemplifications, apostilles, and certificates of good standing.
- Issues summons for complaints, amended complaints, etc. Issues warrants of arrest of vessel, writs of garnishment and other process to various parties pursuant to court orders. Also issues warrants of arrest, writs and summons in criminal cases.
- Verifies attorney's authority to practice in this court, and notifies the attorney maintenance clerk of any discrepancies or makes updates to the attorney data base.
- Scans and converts documents filed over the counter into the court's electronic system.
- Maintains paper documents that are kept in the Clerk's Office, such as original bond papers, criminal documents containing an original signature, etc.
- Performs cashier and intake functions and the processing of appeals to become familiar with court documents, the sequence of their use, and how cases move through the federal court.
- Reports all Copyright, Patent and Trademark cases to the appropriate office. Notifies the Social Security Administration (SSA) of court ordered remands in cases reviewing the decision of the SSA.
- 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.

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.

PREFERRED QUALIFICATIONS:

Bachelor's degree from an accredited four-year college or university and/or 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 not subject to regulations of the Civil Service Commission. However, under the Judiciary Branch 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