



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

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**NOTICE OF POSITION VACANCY**

**POSITION TITLE:** Chambers Judicial Assistant/Paralegal to the Chief Judge

**POSITION LOCATION:** NEW ORLEANS, LOUISIANA

**VACANCY ANNOUNCEMENT:** 19-DSC-04

**OPENING DATE:** Monday, October 29, 2018

**CLOSING DATE:** Monday, November 19, 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 Chambers Judicial Assistant/Paralegal to the Chief Judge. The Chambers Judicial Assistant/Paralegal works under the direction of the Chief 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:**

1. Review legal documents as assigned by the Chief Judge for completeness, accuracy, and compliance with rules. Conduct legal research using source material, the internet and Westlaw. Compose and prepare correspondence, procedural and substantive orders, and documents that may require substantial research or analysis. Identify unique matters and undertake special handling requirements. Prepare PowerPoint presentations.
2. Perform administrative duties, including using computer applications to prepare documents and correspondence, reviewing legal documents submitted to the court for completeness and accuracy, and other related duties. Receive, screen, and refer telephone and in person callers. Respond to basic questions related to the status and scheduling of cases. Arrange and manage the Chief 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.
3. Track and monitor calendars, filings, hearings, etc. Review daily reports (electronic and paper) to identify new filings. Assist with selection of law clerks and interns as requested by the Chief Judge.
4. Maintain financial disclosure information. Maintain chambers information storage and filing systems (electronic and paper) for case filings, correspondence, publications, data, forms, and other documents. Maintain personnel matters within the chambers.
5. Docket orders, notices, and opinions in the court's electronic filing system. Create and update templates and standard documents for orders, motions, and other related documents. Make travel arrangements and prepare vouchers for travel advances and payments. Arrange meetings and conference agendas. Maintain office supplies and inventory of property assigned to chambers. Place calls for repair of office equipment.
6. Provide orientation and training to law clerks and other personnel regarding the Judge's style and preferences, and court administrative protocols. Provide assistance on automated systems and software for chambers staff.
7. Monitor deadlines, prioritize tasks, and determine need for action by the Chief Judge. Monitor caseload, organize filings and correspondence related to cases, log motions and other actions, and update the case list. Compile and arrange information and data and prepare required periodic reports regarding court and non-court activities.
8. Manage budgetary, shared services, or facilities issues.
9. Assist the Chief Judge in preparing for en banc and court committee meetings and maintain agendas and minutes of the same
10. Coordinate and assist the Chief Judge in meetings with Unit Executives by creating agendas in advance and maintaining minutes and making sure decisions and assignments are completed
11. Assist the Chief Judge with Circuit and Judicial Conference responsibilities and reporting requirements

12. Assist with establishing appropriate avenues of communication with all court staff and community.

13. Assist Chief Judge with internal and external outreach efforts

### **QUALIFICATIONS:**

Applicants must be self-directed, highly organized, and able to balance the demands of varying workload responsibilities and deadlines. Candidates must possess excellent written and oral communications skills, as well as interpersonal skills. A bachelor's degree from an accredited college or university and/or a paralegal certificate from an accredited paralegal program is required. Applicant shall possess, at a minimum, three years of progressively responsible experience in the legal field, preferably in a court setting.

### **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.
- 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.

### **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) 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 “**Chambers Judicial Assistant/Paralegal to the Chief Judge 19-DSC-04**”

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)