



**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: RECORDS, REPRODUCTION & SCANNING CLERK
POSITION LOCATION: NEW ORLEANS, LOUISIANA
VACANCY ANNOUNCEMENT #: 18-DSC-01
OPENING DATE: MONDAY, OCTOBER 30, 2017
CLOSING DATE: OPEN UNTIL FILLED. FIRST CONSIDERATION GIVEN TO APPLICATIONS RECEIVED BY **FRIDAY, NOVEMBER 13, 2017** (MORE THAN ONE POSITION MAY BE FILLED FROM THIS VACANCY ANNOUNCEMENT).

JOB CLASSIFICATION/GRADE: CL – 23

SALARY RANGE: \$32,538 - \$52,903 (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 Records, Reproduction & Scanning Clerk. The Records, Reproduction & Scanning Clerk scans and uploads paper-based records and case files into the court's electronic system, using computer hardware and software designed for this purpose. The incumbent will prepare, ship and retrieve records to and from the Federal Records Center, as directed. Additionally, the incumbent retrieves files and makes copies of records for court personnel, attorneys and others. The incumbent will also provide basic clerical support adding to the efficient operation of the court.

REPRESENTATIVE DUTIES:

- Perform backup clerical duties, including the processing and metering of outgoing mail, shredding, filing, faxing, and copying.
- Perform receptionist duties on the telephone, answering routine questions, and directing callers to the appropriate person or department.
- Sort, classify, and scan paper-based case files such as search warrants, seizures, record retention, intake, case manager/administrator docket related items, and paper docket sheets.
- Quality-check all scanned documents to ensure each has been correctly uploaded and organized into the court's electronic system.
- Prepare reports, form letters, notices, and other correspondence using templates and forms. Assist with preparing documents, including typing, keyboarding, formatting, and generating documents from templates, notes, and dictation.
- Perform data entry functions. Generate standard reports from databases and computerized systems. Track statistics and data.

- Receive, prioritize, and route incoming materials from within the court to appropriate individuals in the office.
- Receive, screen, and route incoming and outgoing mail to appropriate persons or offices; and process mail requiring special handling.
- Provide assistance to the Jury Unit by processing notices, and providing customer service when necessary.
- Provide assistance to the Records Administration Officer, Chief Deputy, and Director of Court Services in the organization by filing, and retrieving information regarding court documents.
- Perform other related duties as assigned.

QUALIFICATIONS:

Applicants must be a high school graduate or equivalent with a minimum of two years general experience.

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.

BENEFITS:

Employees of the United States District Court are not subject to regulations of the Civil Service Commission. However, under the Judicial 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. Please note [citizenship requirements](#).

In order to receive first consideration, interested candidates should submit a complete applicant's packet by 5:00 PM Central Daylight Time, Monday, November 13, 2017, 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