



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF LOUISIANA
OFFICE OF THE CLERK**
www.laed.uscourts.gov

CAROL L. MICHEL
CLERK OF COURT

TAMIA N. GORDON
CHIEF DEPUTY

TODD R. MCGHIE
CHIEF DEPUTY

NOTICE OF POSITION VACANCY

POSITION TITLE: CRIMINAL DUTY MAGISTRATE JUDGE COURTROOM DEPUTY SUPERVISOR

POSITION LOCATION: NEW ORLEANS, LOUISIANA

VACANCY ANNOUNCEMENT #: 20-DSC-19

OPENING DATE: WEDNESDAY, SEPTEMBER 30, 2020

CLOSING DATE: APPLICATIONS RECEIVED BY CLOSE OF BUSINESS, **WEDNESDAY, OCTOBER 14, 2020, 5:00 PM** CENTRAL DAYLIGHT/STANDARD TIME WILL BE CONSIDERED FOR FIRST REVIEW (OR UNTIL FILLED).

JOB CLASSIFICATION/GRADE: CL-28

SALARY RANGE: \$61,360 - \$99,762 (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 Criminal Duty Magistrate Judge Courtroom Deputy Supervisor. The Criminal Duty Magistrate Judge Courtroom Deputy Supervisor performs supervisory work related to and the management of the Criminal Duty caseload. The Supervisor provides supervision and participation in courtroom and other assistance through management of case filings, court calendars, court proceedings, electronic court recording operator (ECRO) duties, recording pertinent results for minutes and drafting relevant minutes and/or orders. Issues criminal complaint numbers and search warrant numbers through CM/ECF. The Criminal Duty Magistrate Judge Courtroom Deputy Supervisor plans, assigns, supervises, reviews and evaluates the work of Criminal Duty Magistrate Judge Courtroom Deputies; establishes consistent procedures and trains staff; performs the full range of duties of a Criminal Duty Magistrate Judge Courtroom Deputy as necessary, and performs related work as required. In addition, this position: Performs case administration and docketing for Criminal Duty Magistrate Judge cases; Performs daily quality control checks on filings in Criminal Duty Magistrate Judge cases; Dockets search warrants and related documents; Manages sealed miscellaneous case filings; Manages case filings and attends initial court proceedings for CVB (Central Violations Bureau) citations. The incumbent serves as a first-line supervisor over the Criminal Duty Magistrate Judge Courtroom Deputies. The Criminal Duty Magistrate Judge Courtroom Deputy Supervisor directs and trains staff and ensures compliance with the appropriate guidelines, policies, and internal controls. The Criminal Duty Magistrate Judge Courtroom Deputy Supervisor reports directly to the Chief Deputy Clerk.

REPRESENTATIVE DUTIES:

- Supervises employees involved in criminal duty matters assigned to the magistrate judges, including assigning and reviewing work, evaluating performance, and recommending disciplinary actions. Develops and conducts employee performance evaluations. Assists in developing work standards. Supervises, delegates, and prioritizes workload. Implements staff procedures and conducts staff meetings. Oversees office functions. Identifies issues and resolves disputes. Maintains accurate documentation, statistics, and employee records. Trains staff on policies, procedures, and internal controls. Makes recommendations regarding employee appointments, promotions, and separations.
- Supervises criminal duty matters. Coordinates and communicates office procedures with unit executives, managers, judges, and chambers staff. Assists with the court's emergency planning and preparedness program, including testing.
- Supervises and assists subordinates in performing criminal duty matters including case management, scheduling criminal magistrate judicial proceedings, preparation of the daily and yearly calendars, attending daily court sessions, recording proceedings utilizing electronic court recording equipment and assisting with the orderly flow of proceedings.
- Supervises and assists subordinates in issuing Criminal Duty Magistrate Judge case numbers, docketing minute entries, orders, and all other necessary documents submitted, or properly disseminating paperwork. Performs quality control checks on incoming Criminal Duty Magistrate Judge documents for conformity with federal and local rules.
- Supervises and assists subordinates in issuing search warrants and docketing all search warrant related documents. Performs monthly quality control checks of all search warrants.
- Arranges for and provides CM/ECF employee training and participates in testing criminal duty functions for new case processing versions.
- Reviews and updates incoming CVB cases and supervises and assists subordinates in attending court proceedings, preparing notices, warrants, judgment orders, handling correspondence, telephone calls and email inquiries related to CVB violations. Reviews all CVB judgments prior to submission to the Magistrate Judge. Communicates with the Central Violations Bureau and/or Systems Unit regarding any issues.
- Prepares monthly pending search warrant reports to be updated by the U. S. Attorney's Office prior to submission of quarterly pending search warrant reports to the Chief Magistrate Judge. Prepares an annual Magistrate Judge Case Report to be updated by the U. S. Attorney's Office prior to submission to the Chief Magistrate Judge. Handles any follow-up required.
- Monitors folder for electronically signed search warrants and sealed miscellaneous documents and securely transmits documents.
- Maintains and logs all Sealed Miscellaneous case documents, responds to any inquiries and docketed the documents as cases are unsealed.
- Communicates and responds to management requests regarding criminal duty matters. Answers procedural questions for judges, staff, other agencies and the public. Provides customer service and resolves difficulties while complying with regulations, rules, and procedures. Abides by the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Demonstrates sound ethics and good judgment at all times. Handles confidential and sensitive information appropriately.

QUALIFICATIONS:

To qualify for a supervisory position, an individual must possess:

- 1) At least two years of specialized experience that included progressively responsible administrative, technical, professional, supervisory or managerial experience, that provided an opportunity to gain:
 - Skill in developing the interpersonal work relationships needed to lead a team of employees;
 - The ability to exercise mature judgement;
 - The knowledge of basic concepts, principles and theories of management and the ability to understand the managerial policies applicable to the judiciary unit involved;

and

- 2) Have at least one year of experience at or equivalent to the next level below the level of the position for which the individual is being considered.

PREFERRED QUALIFICATIONS AND/OR EXPERIENCE:

- Excellent verbal and written communication skills;
- The ability to work effectively with a wide variety of people, and organize, oversee and complete projects;
- Exceptional interpersonal and customer service skills;
- Mature, self-motivated person with a professional attitude able to handle high levels of responsibility;
- Proficiency in computer, internet, and typing skills including use of Microsoft Word, Excel, PowerPoint, and Adobe PDF;
- Federal court experience preferred, and prior federal court experience in a Criminal Duty Unit is highly preferred;
- Completion of a bachelor's degree is highly preferred; a degree in business, criminal justice, management science, political science, public administration, law or a related field is preferred.

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. (See [Citizenship Requirements](#)).

Qualified applicants should submit **one PDF document** that contains:

- A letter of interest (cover letter),
- A current/detailed resume,
- A completed [AO 078 Federal Judicial Branch Application For Employment](#).

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. No application material, with the exception of academic transcripts, will be accepted via U. S. Mail.

All application material must be submitted ELECTRONICALLY, no exceptions, to:
HRAdmin@laed.uscourts.gov

DISCLOSURES:

Due to the volume of applications received, only those interviewed will be notified of the selection outcome. 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 Judicial Employees](#). The Court will not reimburse candidates for travel in connection with the interview or pay for any relocation expenses. 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.