



UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF LOUISIANA

**NOTICE OF CAREER OPPORTUNITY**

**Position Title:** CLERK OF COURT

**Vacancy Announcement #:** 19-DSC-24

**Salary Range:** \$144,606 - \$192,591 (JSP 16 - 17) Depending on Qualifications

**Position Location:** New Orleans, Louisiana

**Opening Date:** September 20, 2019

**Closing Date:** All applications will be given consideration commencing November 15, 2019 until the position is filled.

**Overview of District:**

The U.S. District Court for the Eastern District of Louisiana serves 13 parishes: Assumption, Jefferson, Lafourche, Orleans, Plaquemines, St. Bernard, St. Charles, St. James, St. John the Baptist, St. Tammany, Tangipahoa, Terrebonne, and Washington. The Eastern District operates in one location in New Orleans. The District is composed of 12 active Article III judges, 2 senior Article III judges, 5 U.S. magistrate judges, and 2 bankruptcy judges.<sup>1</sup>

**Position Summary:**

The clerk of court is appointed by the judges of the Eastern District of Louisiana. This is a high-level management position which functions under the direction of the Chief Judge of the Court. The clerk of court is responsible for managing the administrative activities of the clerk's office and overseeing the performance of the statutory duties of the office. This is a regular full-time position.

This position is available on March 2, 2020. A new Clerk of Court may be appointed as a "designee" before the separation of a current Clerk of Court, for a maximum period of three months. The designee position will overlap as needed between incoming and outgoing Clerks and thereby support the orderly transition of responsibilities. The start date for a Clerk of Court designee could be as early as December 1, 2019. A designee position is not available to an employee who is being promoted from within the current court unit and the start date for a non-designee would be March 2, 2020.

**Position Duties:**

- Consulting with and making recommendations to the judges regarding court policies and procedures;
- Directing staff responsible for the processing of civil and criminal cases, the issuance of process and the maintenance of official records in the custody of the court;
- Preparing and managing the annual budget;

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<sup>1</sup> The bankruptcy court has a separate clerk of court and staff.

- Directing through subordinate staff the court's financial service function including purchasing, juror payments, and accounting functions;
- Managing staff responsible for automation and information technology services, statistical analysis and reporting requirements, inventory control, and human resources management;
- Managing the jury operations of the court and making recommendations as required to improve juror utilization;
- Working with members of the bar and the public to improve the delivery of court services;
- Working with various governmental agencies on a variety of issues necessary to court activities such as data processing, fiscal and personnel;
- Establishment and continuing maintenance of relationships with the Fifth Circuit Court of Appeals, district courts of the circuit, the court's standing committees, the practicing bar and government agencies having business before the court;
- Developing and maintaining a close working relationship with all other court unit heads;
- Hiring and assigning personnel as well as designing and managing training programs; and,
- Conducting special studies as directed and preparing statistical and narrative reports.

### **Qualifications:**

To qualify, candidates must have a bachelor's degree in a related field from an accredited college or university. A master's degree or relevant post graduate certification may be substituted for two (2) years of general professional experience required below.

Candidates must have a minimum of ten (10) years of progressively responsible administrative experience in public service or the private sector which provides a thorough understanding of organizational, procedural and human aspects of managing an organization. At least three (3) of the ten years experience must have been in a position of substantial management<sup>2</sup> responsibility.

Experience in the federal judiciary is preferred; particularly, operational knowledge of the courts and electronic filing as well as a working knowledge of the Federal Rules of Criminal and Civil Procedure and the Court's Local Rules.

Candidates must demonstrate the degree of leadership and interpersonal skills necessary to successfully manage a complex organization. Candidates must have the ability to: (1) lead with vision; (2) articulate priorities and manage effectively; (3) sustain a high level of organizational excellence through delegation and a fair system of accountability; (4) develop and execute strategic plans; (5) foster strong and effective working relationships; (6) integrate current and future technologies; (7) analyze data; and (8) communicate effectively.

Prospective candidates who have a performance history that demonstrates proven skills in managing limited resources, prioritizing and problem solving, and who have strong organizational and written and verbal skills are preferred. Excellent academic records, experience in a court environment, a Juris Doctor (J.D.) degree, experience in the practice of law, excellent knowledge of the Civil and Criminal Code, and knowledge of the operation of electronic records systems are also preferred.

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<sup>2</sup> Substantial management experience is high-level administrative experience that provided a thorough understanding of the organizational, procedural and human aspects of managing an organization. Such experience typically includes financial management, space and facilities management, oversight of the information technology and human resources functions, and long- and short-range planning. Possible titles indicative of this experience outside the judiciary would include president or vice president in charge of several departments or offices, director or assistant director in charge of several departments or offices, head manager or owner-operator of a medium to large company. Possible titles within the judiciary would include any of the court unit executive or type II second-in-command titles, assistant deputy chief probation officer or assistant deputy chief pretrial services officer.

### **Conditions of Employment:**

Applicants must be United States citizens or eligible to work in the United States. Employees are required to use Electronic Fund transfer for payroll deposit of net pay. Applicants will be required to submit to a background investigation (including references, criminal history, and credit history) prior to an offer of employment being made. The person selected for this position will also be required to submit fingerprints for an FBI background check. The clerk of court position is an *Executive High-Sensitive Position* within the federal judiciary. Employment will therefore be considered provisional pending the successful completion of a full-field Office of Personnel Management background investigation. The incumbent will be subject to updated background investigations every five years. All employees are required to adhere to the "Code of Conduct for Judicial Employees" which is available for review upon request.

### **Benefits**

Employees of the United States Courts are not included in the government's Civil Service classification and are considered "at will" employees. They are, however, entitled to the same benefits as other federal employees. Benefits include:

- The opportunity to serve in a rewarding public service position, through providing support to judges and assisting to ensure equal access to the judicial system;
- Accrual of paid vacation, sick leave, and holidays;
- Extensive health, life, dental, vision, and long-term care insurance plans;
- A defined benefit pension plan;
- Onsite fitness center;
- Traditional (pre-tax) and Roth (after tax) retirement savings and investment plans through the Thrift Savings Plan (TSP) with employer matching contributions;
- Pre-tax transportation, medical, and childcare reimbursement accounts; and,
- Extensive online training options and travel reimbursement for in-person training and professional conference, funds permitting.

### **How to Apply:**

Qualified persons may submit:

- a letter of application
- current resumé
- completed Application for Judicial Branch Employment, form AO-78 (available at <http://www.uscourts.gov/forms/AO078.pdf> )
- contact information for three (3) professional references

Application material may be submitted via e-mail to [HRApplication@laed.uscourts.gov](mailto:HRApplication@laed.uscourts.gov) as a single PDF attachment

**OR**

by sending six (6) copies of all application materials to the following address:

U.S. District Court  
Eastern District of Louisiana  
Attn: Human Resources  
500 Poydras Street, Room C-151  
New Orleans, LA 70130

Applications will be given consideration commencing November 15, 2019 until the position is filled. A court selection committee will screen applications and will invite a selected group for personal interviews. The final selection will be made by the judges of the court. Travel expenses will be authorized for applicants who are invited to the Eastern District of Louisiana to interview for this position. Approved travel expenses will be reimbursed in accordance with Judiciary travel regulations as set forth in the Guide to Judiciary Policy, Vol. 19, Ch.4. <https://www.uscourts.gov/rules-policies/judiciary-policies/judiciary-staff-travel-regulations>

The court reserves the right to modify the conditions of this job announcement.

**The United States District Court is an EQUAL OPPORTUNITY EMPLOYER.**