



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF LOUISIANA
OFFICE OF THE CLERK**
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CAROL L. MICHEL
CLERK OF COURT

BRANDON C. BRISCOE
CHIEF DEPUTY

LILIAN V. PASCONE
CHIEF DEPUTY

NOTICE OF POSITION VACANCY

POSITION TITLE: CLERICAL INTERN

POSITION LOCATION: NEW ORLEANS, LOUISIANA

VACANCY ANNOUNCEMENT #: 23-DSC-10

OPENING DATE: MONDAY, MARCH 13, 2023

CLOSING DATE: APPLICATIONS RECEIVED BY CLOSE OF BUSINESS ON **MONDAY, APRIL 10, 2023** WILL BE CONSIDERED FOR FIRST REVIEW OR UNTIL FILLED. MORE THAN ONE POSITION MAY BE FILLED FROM THIS VACANCY ANNOUNCEMENT.

NOTE: INTERNSHIP FROM DATE OF APPOINTMENT UNTIL **FRIDAY, SEPTEMBER 1, 2023**. THIS DATE MAY BE EXTENDED WITH THE APPROVAL OF THE CLERK OF COURT.

JOB CLASSIFICATION/GRADE: CL-21

POSITION TYPE: TEMPORARY, PART-TIME OR FULL-TIME (minimum of 20 hours, up to 40 hours per week)

SALARY RANGE: \$11.54 - \$14.43 PER HOUR, BASED ON EXPERIENCE

POSITION OVERVIEW

The United States District Court for the Eastern District of Louisiana is seeking qualified applicants for the temporary, part-time, or full-time position of Clerical Intern. The Clerical Intern is located in the Clerk's Office and is responsible for performing a variety of administrative and customer service-related support duties throughout the Clerk's Office, as needed.

REPRESENTATIVE DUTIES:

- Provides assistance in customer service with such activities as filing, scanning, copying, shredding, data entry and

answering phones.

- Delivers documents to judicial chambers or other agencies within the courthouse complex.
- Assists with inventory and disposal duties.
- Sets up for court functions for various court units (i.e., set up tables and chairs for functions in court and/or multipurpose room).
- Prepares supply requests and delivers office supplies.
- Provides support to the jury staff with large mailings and juror processing.
- Assists with special projects in any area of the Clerk's Office, as needed.
- Assists HR with directing job candidates to interview locations throughout the court.
- Performs other duties as assigned.

QUALIFICATIONS:

Minimum Qualifications:

- High school graduation or equivalent

Preferred Qualifications:

- Skill in using technology, including proficiency in Microsoft 365 and Windows 10.
- Detail oriented and excellent oral and written communication skills, especially with email.
- Solid time management and critical thinking skills.
- Professional and positive demeanor appropriate for a court environment.
- Ability to maintain confidentiality, demonstrate sound judgment, handle sensitive information, and always exercise discretion.
- Excellent customer service.
- Exhibit the qualities of judgment, temperament, integrity, trustworthiness, and strong character required of an officer of the judiciary.

BENEFITS:

- This position is temporary, time limited, and therefore not eligible for full Federal Employee benefits. The following benefits will be provided:
 - Paid Holidays
 - Direct deposit is required for payment of compensation for employees

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.

- Employees are required to adhere to the Code of Conduct for Judicial Employees which is available for review upon request. Employees of the United States District Court are at will and can be terminated with or without cause at any time.

- The Eastern District of Louisiana provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case-by-case basis.
- This appointment is not telework eligible.

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 completed application form [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. 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