



**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF LOUISIANA  
OFFICE OF THE CLERK**  
[WWW.LAED.USCOURTS.GOV](http://WWW.LAED.USCOURTS.GOV)

CAROL L. MICHEL  
CLERK OF COURT

BRANDON C. BRISCOE  
CHIEF DEPUTY CLERK

LILIAN V. PASCONE  
CHIEF DEPUTY CLERK

**NOTICE OF POSITION VACANCY**

**POSITION TITLE:** DIRECTOR OF EDUCATION AND TRAINING

**POSITION LOCATION:** NEW ORLEANS, LOUISIANA

**VACANCY ANNOUNCEMENT #:** 23-DSC-21

**OPENING DATE:** NOVEMBER 27, 2023

**CLOSING DATE:** APPLICATIONS RECEIVED BY **DECEMBER 15, 2023** WILL BE CONSIDERED FOR FIRST REVIEW, OR UNTIL FILLED.

**JOB CLASSIFICATION/GRADE:** CL-27-28-29  
(IF HIRED AT A CL-27 OR CL-28, PROMOTION POTENTIAL UP TO A CL-29 EXISTS WITHOUT FURTHER COMPETITION, BASED ON PERFORMANCE AND AT THE DISCRETION OF THE COURT UNIT EXECUTIVE).

**SALARY RANGE:** **\$55,266 - \$128,064** (BASED 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 **Director of Education and Training**. This position develops, coordinates, and provides administrative, technical, and professional work-based training programs and activities related to the learning and strengthening of all Court-based activities. The incumbent conducts research, analyzes data, and collaborates with the management team and chief judge to develop and implement training programs in support of strategic planning goals and long-term staff development priorities and to ensure operational compliance with appropriate guidelines, policies, procedures, and approved internal controls. The incumbent also tracks employees' progress through training modules and programs.

The Director of Education and Training is also responsible for managing and coordinating naturalization ceremonies for new U.S. citizens. The incumbent also plays a key role in the Court's outreach by scheduling and coordinating Court space for special events when requested by the Court, schools, organizations, associations, and agencies. The incumbent also leads Court tours for school groups and organizes outreach activities in support of the Court's mission to engage public constituents to promote a better understanding of the federal courts and justice.

**REPRESENTATIVE DUTIES:**

- Develop training programs for internal customers (employees) and/or external customers (such as attorneys filing cases in the Court) and draft applicable training manuals, handbooks, job aids, website content, and other materials. Revise or customize existing training programs to meet current needs or in response to training requests identified by managers and the chief judge.
- Create, coordinate, deliver, and evaluate in-house training programs and those developed by outside vendors. Schedule related trainer, facility, and funding resources for training programs and/or projects. Provide classroom

training, one-on-one training, and presentations to Court staff, management, judges and their staff, and attorneys on case management topics and procedural changes.

- Collect, review, and analyze data and information relating to Court operations and court wide strategic activities to develop a variety of staff training and development programs to ensure compliance and support staff competency in the long-term support of the Court's business.
- Establish and administer a training record system and assess needs for both internal and external customers by conducting surveys, interviewing customers, and analyzing and prioritizing operational needs and skill gaps in conjunction with managers.
- Lead new employee orientation by providing an overview of the federal judiciary and the Clerk's office and tracking completion of other onboarding tasks and training for each new employee.
- Review suggested operational and strategic projects, conduct meetings to gather input and ideas, develop project plans, make proposals to management or the chief judge, and assist in implementing initiatives.
- Manage and coordinate upcoming Court events with various agencies and outside groups, including naturalization ceremonies for new citizens. Manage and coordinate related activities for space availability, set-up needs, building system utilization, technology requirements, and security parameters.
- Perform public outreach duties including the development, coordination, and presentation of courthouse-based educational activities, programs, and tours, including the preparation of applicable outlines, manuals, and handouts.
- Serve as project coordinator for special Court initiatives and assignments from the chief judge, clerk, and chief deputies, including the Clerk's office retreat.
- Collaborate with the chief judge on, organize, and develop annual programs for outreach and educational events mandated by Congress.
- Develop, organize, and coordinate monthly cultural heritage programs as suggested by the Administrative Office's Human Resources Division in conjunction with the chief judge and clerk of court.
- Assist the chief judge, other judges, and the clerk in organizing and coordinating district-wide, attorney continuing legal education conferences and seminars. Duties will include researching, identifying, contacting, and communicating with possible speakers and presenters for CLE events as well as coordinating travel arrangements, venue logistics, advertising, registration, vendors, volunteers, and other aspects of the events. The incumbent will also coordinate with the Louisiana Mandatory Continuing Legal Education office to receive accreditation for Court programing and report attendees' participation.
- Update the Clerk's office internal controls manual.
- Other duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

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

**Specialized experience** is progressively responsible experience in or closely related to teaching, training, researching, making presentations, lecturing; to include developing and evaluation training materials and methods, for the implementation of training program resources and systems.

#### **PREFERRED QUALIFICATIONS AND/OR EXPERIENCE:**

- Proficiency in writing effective instructions (including both training guides and job aids) for users and fellow staff
- Ability to communicate clearly, concisely, and with accuracy, both orally and in writing, as well as work in a professional manner with staff, chambers staff, management, and other agencies
- Ability to work under pressure and adapt to a variety of duties
- Ability to work independently and manage ongoing duties and projects occurring simultaneously or in close succession
- Possess strong organizational, analytical, problem solving, and customer service skills

- Possess a J.D., master's degree, or other advanced degree in Professional Education, Project Management, or similar fields, and/or have substantial experience working in the legal field, particularly federal court practice.

### **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 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 eleven (11) 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.
- 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 completed [AO 078 Federal Judicial Branch Application For Employment](#)
- A letter of interest (cover letter)
- A current/detailed resume

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](mailto: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.*