



**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 CLERK

LILIAN V. PASCONE
CHIEF DEPUTY CLERK

NOTICE OF POSITION VACANCY

POSITION TITLE: MAGISTRATE SUPPORT CLERK

POSITION LOCATION: NEW ORLEANS, LOUISIANA

VACANCY ANNOUNCEMENT: 23-DSC-16

OPENING DATE: MONDAY, SEPTEMBER 18, 2023

CLOSING DATE: APPLICATIONS RECEIVED BY **FRIDAY, OCTOBER 6, 2023** WILL BE CONSIDERED FOR FIRST REVIEW, OR UNTIL FILLED.

JOB CLASSIFICATION/GRADE: CL-26

SALARY RANGE: **\$50,316 - \$81,771** (BASED ON QUALIFICATIONS AND EXPERIENCE)
MORE THAN ONE POSITION MAY BE FILLED FROM THIS VACANCY ANNOUNCEMENT.

POSITION OVERVIEW

The United States District Court for the Eastern District of Louisiana is seeking qualified applicants for the full-time permanent position of Magistrate Support Clerk. This position performs a variety of functions to support the Court and serve the bar and public. The Magistrate Support Clerk is responsible for case management, courtroom proceedings and docketing for all civil and criminal cases assigned to the Magistrate Judge, as well as the docketing for the District Judge.

REPRESENTATIVE DUTIES:

- Making summary entries for all civil and criminal documents and proceedings on the docket in all cases assigned to both the District and Magistrate Judge to include consolidated cases and Multi District Litigation (MDL) cases. This includes, but is not limited to, such things as pleadings, petitions, motions, complaints, minute entries and orders.
- Attending various court proceedings with the Magistrate Judge, such as Central Violations Bureau (CVB) trials, CONMAG civil and criminal trials, evidentiary hearings, oral argument hearings, Judgment Debtor examinations and Jury Failure to Appear hearings.
- Preparing daily motions reports for the Magistrate Judge staff from CM/ECF reports.
- Conducting Scheduling Conferences by phone to assist in case progression.
- Utilizing the Case Management/Electronic Filing System (CM/ECF) system to docket documents, orders, and judgments in accordance with specified docketing procedures, and to run a variety of reports.
- Monitor and make changes to the Magistrate Judge's Conflict Checking Report as needed.
- Preparing the monthly statistical report for the Magistrate Judge for submission to the Administrative Office (AO) after verifying all information.
- Ensuring the accuracy of and preparing the CJRA Report for the Magistrate Judge.

- Reviewing all pleadings signed by the District and Magistrate Judge including, but not limited to, orders, rulings and minute entries.
- Assisting in case management by ensuring that all automated civil entries are appropriately linked for proper case management by District Judge Case Managers and chambers staff.
- Assisting chambers staff with case management and resolution of problem issues.
- Providing relief for the Magistrate Judge Judicial Assistants.
- Monitoring the Deficiency Remedy Report to ensure that all deficiencies have been remedied.
- Acting as a liaison with attorneys to facilitate the remedy of deficiencies.
- Scanning trial exhibits and dockets as necessary for 5th Circuit's EROA.
- Maintaining paper documents that are kept in the Clerk's Office, such as original bond papers, criminal documents containing an original signature, etc.
- Opening civil and criminal cases upon receipt of initiating documents, such as complaints, notices of removal, petitions for writ of habeas corpus, indictments, etc. Entering the statistical opening information into the automated system for accurately reporting cases to the AO.
- Reviewing all electronically filed civil and criminal documents using system generated reports to ensure compliance with the FRCP and FRCrP and Court's Local Rules. Notifying attorneys of errors and deficient filings. Verifying that motions are set before the appropriate judicial officer (i.e., dispositive motions – District Judges, discovery motions – Magistrate Judges) and making applicable modifications.
- Scanning, docketing and maintaining the confidentiality of sealed documents.
- Answering numerous in person and telephone inquiries, including inquiries from the CM/ECF Help Desk, by furnishing information on a wide variety of topics, such as case status and assisting with the electronic filing of documents.
- Retrieving and making copies of documents or other court forms for court personnel, attorneys and others.
- Verifying attorney's authority to practice in this court and notifying the attorney maintenance clerk of any discrepancies.
- Issuing summons for complaints, amended complaints, etc. Issuing warrants of arrest of vessel, writs of garnishment and other process to various parties pursuant to court orders. Issuing warrants of arrest, writs and summons in criminal cases.
- Scanning and converting documents filed on paper and entering them into the court's electronic system.
- Certifying court documents for parties, attorneys, other court agencies and the public.
- Reporting all Copyright, Patent and Trademark cases to the appropriate office. Notifying the Social Security Administration (SSA) of court-ordered remands in cases reviewing the decision of the SSA.
- Electronically transferring civil cases to other U.S. District Courts.
- Working with chambers and supervisors to process orders efficiently.
- Providing back-up coverage for other case administrators, magistrate case managers and other departments as required.

MINIMUM 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 knowledge and skills needed to perform the duties of the position.

Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures demonstrating the ability to apply a body of rules, regulations, directives, or laws and involving the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

Preferred Qualifications and/or Experience:

- Bachelor's degree.
- Excellent computer and typing skills including skills in word processing, scanning and uploading PDF documents, and in using email and web browsers.
- Excellent organizational, analytical, oral, and written communication skills.
- The ability to maintain confidential information and abide by Judiciary ethical standards.
- The ability to present a professional demeanor at all times.
- Experience in a fast-paced and demanding environment.
- Case docketing and administration experience, knowledge of CM/ECF, and strong computer skills particularly in the federal judiciary are strongly preferred.
- Preference will be given to applicants with experience and judgment in creating, handling, or processing legal documents, such as that acquired in federal courts, state courts, or law offices, and to those with paralegal experience and/or certification.

This position encompasses a great deal of responsibility and requires a mature, self-motivated person with a professional attitude. The ability to communicate effectively verbally and in writing is required since frequent contact is with a wide variety of individuals. Good knowledge of language usage, grammar, spelling, and punctuation is required.

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.
- 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 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

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.