



**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: PRO SE DOCKET CLERK

POSITION LOCATION: NEW ORLEANS, LOUISIANA

VACANCY ANNOUNCEMENT #: 24-DSC-01

OPENING DATE: MONDAY, JANUARY 8, 2024

CLOSING DATE: APPLICATIONS RECEIVED BY CLOSE OF BUSINESS **MONDAY, FEBRUARY 5, 2024**, WILL BE CONSIDERED FOR FIRST REVIEW OR UNTIL FILLED (MORE THAN ONE POSITION MAY BE FILLED FROM THIS VACANCY ANNOUNCEMENT).

JOB CLASSIFICATION/GRADE: CL-25

SALARY RANGE: \$47,966 - \$77,966 (DEPENDENT 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 Pro Se Docket Clerk. The incumbent assists the court by performing duties needed for effective management and processing of civil cases filed by pro se litigants, who may be prisoners or non-prisoners, who are representing themselves. The duties of the position are performed in conjunction with pro se law clerks.

REPRESENTATIVE DUTIES:

- Receives and reviews incoming documents from pro se litigants, including prisoner petitions, habeas corpus petitions, motions to vacate, social security, and equal employment matters to determine if incoming documents conform with appropriate rules, practices, and/or court requirements, and are acceptable for filing.
- Performs basic case management, including review and evaluation of court practices and procedures to ensure fair and efficient movement of cases to resolution. Organizes new pro se suit paperwork and prepares for allotment by Intake, including, but not limited to, determining statistical case information and cause of action, and maintaining information on the Court's Previous Case Sheet (PCS).
- Assists with identification of emergency or unique pro se filing and undertakes special handling requirements as directed. Assists staff attorneys with case management and resolving issues.
- Reviews all pleadings signed by District Judges and Magistrate Judges, restricting pro se litigant access to the court and determining their processes and procedures.
- Monitors deficient pro se filings on a daily basis to ensure that all deficiencies have been remedied. Also notifies staff attorneys and/or case managers if deficiencies are not remedied.
- Responds to letter inquiries from pro se litigants in matters such as: status of case, requests for copies, requests for rules, seeking advice without first filing lawsuit, etc. Provides guidance on court procedures to pro se litigants who seek assistance, either by telephone or in-person at the courthouse.
- Acts as custodian for state court records. Determines a timeline for the disposal and/or return of state court records and disposes of and/or returns state court records to respective courts at the appropriate time.

- Opens civil cases upon receipt of initiating documents, such as complaints, notices of removal, petitions for writ of habeas corpus, indictments, etc. Enters the statistical opening information into the automated system for accurately reporting cases to the Administrative Office.
- Issues summonses.
- Scans, docket, and maintains the confidentiality of sealed documents.
- Scans, converts, docket, and quality-checks scanned documents into the court's electronic system.
- Trains and oversees the work performed by newly appointed pro se clerks.
- Performs other related duties as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIREMENTS:

Applicant must be a high school graduate or equivalent with a minimum of two years of general experience and one year of specialized experience. Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of 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 particular knowledge and skills needed to perform the position's duties.

Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve 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:

- Bachelor's Degree from an accredited four- year college or university.
- Excellent computer and typing skills including skills in word processing, scanning, and uploading PDF documents, email, and web browsers.
- Excellent organizational, analytical, oral, and written communication skills, including the use of proper grammar, spelling, and punctuation.
- 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.
- Experience providing courteous, knowledgeable, fair, equal, consistent, and respectful customer service to members of the public with varying levels of knowledge of court rules, procedures, and processes.
- Case docketing and administration experience, knowledge of CM/ECF, and strong computer skills are highly 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.

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 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](#)).

Interested candidates should submit a complete applicant's packet which includes:

- 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. 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