



**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. PASCOE  
CHIEF DEPUTY

**NOTICE OF POSITION VACANCY**

**POSITION TITLE:** INTAKE CLERK

**POSITION LOCATION:** NEW ORLEANS, LOUISIANA

**VACANCY ANNOUNCEMENT #:** 24-DSC-02

**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-24

**SALARY RANGE:** \$43,414 - \$70,610 (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 Intake Clerk. The incumbent is a member of the Clerk's Office operations staff, providing services to the bench, bar and public and performing a variety of functions based on the needs of the court. This position performs duties that support the overall functioning of the intake area. The multiple functional areas include: new case filing, pro se filings, miscellaneous filings, records management, attorney admissions, reconciliation, document scanning and copying, check log entry, and cashiering.

**REPRESENTATIVE DUTIES:**

- Receives and reviews incoming documents to determine conformity with all federal and local rules. Routes documents to applicable court staff after acceptance. Informs attorney when document does not comply and instructs on the necessary requirements.
- Transfers and reallots cases in Case Assignment in accordance with a court order.
- Answers numerous in person and telephone inquiries, directing people to the appropriate person or department, and furnishes information on a wide variety of topics, such as case status, required fees and assistance with electronic filing of initiating documents.
- Reviews the Unassigned Cases Report periodically throughout the day for new electronically filed civil cases. Verifies that the cases meet all the federal and local requirements before assigning a case number, district judge and magistrate judge to each case. Notifies attorneys of any deficiency and monitors compliance.
- Receives payments from customers and issues receipts. Secures funds in cash register, balances cash drawer at the end of the day and processes credit card payments for filed documents.
- Performs check-log duties for payments received by mail. Receives, processes, and enters all mailed remittances on an electronic mail/check log.

- Performs reconciliation duties with cashier of all cash, checks, money orders and credit and debit card receipts with the daily receipts.
- Performs attorney maintenance including corresponding with attorneys and updating attorneys' information in the court's database. Assists with attorney admissions and pro hac vice admissions and issues certificates of good standing.
- Handles records management, including filing, scanning, and archiving records, processing record requests through the Federal Records Center/Archives for the court, federal agencies, and the public.
- Performs backup clerical duties, including routing incoming mail, processing and metering outgoing mail, shredding, filing, faxing, and copying various documents.
- Performs backup coverage for the Appeals Unit based on the needs of the court.
- Reviews electronically filed documents using system generated reports to ensure compliance with the Federal Rules of Civil and Criminal Procedure and the Court's Local Rules. Notifies attorneys and pro se parties of errors and deficient filings.
- Scans, docket, quality-checks scanned documents into the court's electronic system and maintains the confidentiality of sealed documents.
- Maintains paper documents that are kept in the Clerk's Office, such as original bond papers, criminal documents containing an original signature, etc.
- Supports other Operations functions (e.g., jury administration, intake, records, pro se, criminal magistrate and appeals) as well as serves as an Electronic Court Recorder based on the needs of the court.
- Assists Case Administration in routine docket entries, performs noticing, and monitors the completion of required procedural steps.
- Ensures all orders and automated entries are appropriately and accurately docketed and makes summary entries on the docket of all documents and proceedings.
- Opens civil cases upon receipt of initiating documents, such as complaints, notices of removal, petitions for writs of habeas corpus, indictments, etc. Enters the statistical opening information into the automated system for accurately reporting cases to the AO.
- Issues summonses.
- Performs other clerical and administrative 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.

**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 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.

#### **ADDITIONAL QUALIFICATIONS:**

Applicants must possess excellent computer and typing skills including skills in word processing, scanning and uploading PDF documents, email, and web browsers. Position encompasses a great deal of responsibility and requires a mature, self-motivated person with a professional attitude. Applicant must also demonstrate excellent organizational skills and skills in prioritizing tasks and work assignments. The ability to communicate effectively and correctly verbally and in writing is required since frequent contact is with a wide variety of individuals. Excellent spelling and writing skills and correct language usage and grammar in both verbal and written communications are required.

## **PREFERRED QUALIFICATIONS:**

- Bachelor's Degree from an accredited four- year college or university and/or a paralegal certification.
- Experience with electronic court filing.
- 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:**

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](mailto: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***