



**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: **DIRECTOR OF COMMUNITY OUTREACH AND TRAINING COORDINATOR**

POSITION LOCATION: NEW ORLEANS, LOUISIANA

VACANCY ANNOUNCEMENT #: 24-DSC-21

OPENING DATE: **SEPTEMBER 23, 2024**

CLOSING DATE: APPLICATIONS RECEIVED BY **OCTOBER 7, 2024**, 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: **\$58,030 - \$134,446** (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 Community Outreach and Training Coordinator**. This position has three primary focus points. First, the position will work closely with the Chief Judge, other Court Judges, the Clerk of Court and other Clerk's office staff, attorneys, and other community leaders to create and present continuing education programs and other outreach events to the community at large. This includes hosting student groups and other visitors to the Court, coordinating and planning activities for each visit, and leading delegations to participate in community events, including job fairs. 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.

Second, the position will be responsible for managing and coordinating naturalization ceremonies for new U.S. citizens, working closely with the U.S. Citizenship and Immigration Services and presiding judges and arranging for color guards, keynote speakers, musicians, and other aspects of naturalization ceremonies.

Finally, the position will be responsible for developing, coordinating, and providing administrative, technical, and professional work-based training programs and activities related to Court and Clerk's office employees' professional development. The incumbent will conduct research, analyze data, and collaborate with the Clerk's Office management team, Chief Judge, and other Judges to develop and implement training programs in support of strategic planning goals and long-term staff development priorities. The position will also work, particularly through trainings, to ensure operational compliance with appropriate guidelines, policies, procedures, and approved internal controls. The incumbent will also track employees' progress through training modules and programs.

REPRESENTATIVE DUTIES:

- Collaborate with the Chief Judge and Clerk of Court to create, organize, and produce 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 of Court 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 programming and report attendees' participation.
- Manage and coordinate upcoming Court events with various agencies and outside groups, including Naturalization ceremonies for new citizens. Duties include coordinating with the State Department, the Department of Justice, and other government agencies, recruiting keynote speakers, collaborating with the presiding judge, and arranging for color guards, musicians, and other aspects of the ceremony. For naturalizations and similar events and activities hosted at the courthouse, manage and coordinate 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 advertising, outlines, manuals, and handouts.
- 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 and Clerk's office 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.
- Serve as project coordinator for special Court initiatives and assignments from the Chief Judge, Clerk, and Chief Deputies, including the Clerk's office retreat and service recognition ceremony.
- Update the Clerk's office internal controls manual.
- Perform other related 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 work in the legal field and/or training, researching, making presentations, or lecturing (including developing and evaluating training materials and methods).

PREFERRED QUALIFICATIONS AND/OR EXPERIENCE:

- Possess a J.D., master's degree, or other advanced degree in the legal field, project management, public relations, or similar fields, and/or have substantial experience working in the legal field, particularly federal court practice.

- 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.

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******

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. 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. 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.