



**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: INTAKE SUPERVISOR
POSITION LOCATION: NEW ORLEANS, LOUISIANA
VACANCY ANNOUNCEMENT #: 25-DSC-11
OPENING DATE: MONDAY, AUGUST 4, 2025
CLOSING DATE: APPLICATIONS RECEIVED BY CLOSE OF BUSINESS **MONDAY, AUGUST 25, 2025,**
WILL BE CONSIDERED FOR FIRST REVIEW OR UNTIL FILLED.
JOB CLASSIFICATION/GRADE: CL-27 OR CL-28
SALARY RANGE: \$59,133 - \$115,213 (DEPENDING ON QUALIFICATIONS AND EXPERIENCE)
IF HIRED AT CL-27, PROMOTION TO THE NEXT GRADE EXISTS WITHOUT FURTHER
COMPETITION, BASED ON PERFORMANCE, AND AT THE DISCRETION OF THE COURT
UNIT EXECUTIVE.

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 Supervisor. The Intake Supervisor performs supervisory work related to the full range of court operational duties. The incumbent serves as a first-line supervisor over one or more areas of court operations and personnel, primarily Intake, Records, and Attorney Admission Clerks and the Appeals Case Manager. The Intake Supervisor directs and trains staff and ensures compliance with the appropriate guidelines, policies, and internal controls. The Intake Supervisor reports directly to the Chief Deputy Clerk.

REPRESENTATIVE DUTIES:

- Supervise employees involved in operational activities, primarily Intake/Closed Records Clerks and Appeals Case Managers, including assigning and reviewing work, evaluating performance, and recommending disciplinary actions. Develop and conduct employee performance evaluations. Assist in developing work standards. Supervise, delegate, and prioritize workload. Implement staff procedures and conduct staff meetings. Oversee office functions. Identify issues and resolve disputes. Maintain accurate documentation, statistics, and employee records. Train staff on policies, procedures, and internal controls. Make recommendations regarding employee appointments, promotions, and separations.
- Update Internal Controls Manual with most current policies and procedures as to Intake, Appeals, and Records. Prepare and participate in the court's annual audit.
- Develop, update and maintain an Intake manual for guidance and training purposes.
- Coordinate and communicate office procedures with unit executive, deputy unit executive, supervisors, judges, and chambers staff. Assist with the court's emergency planning and preparedness program, including testing.
- Oversee receipt and review of incoming documents for conformity with federal and local rules. Handle attorney inquiries regarding non-compliant filings.

- Maintain and monitor deposits of monies received, along with applicable financial reports and the cashiering system. Oversee the cashier and override any errors in accordance with the processing of payments and receipts. Open the safe to allow personnel to retrieve hand receipts and checks.
- Add and update motion dates for judicial officers on an annual basis.
- Assign judicial officers in disciplinary and consent to proceed cases.
- Oversee case assignment in accordance with the court's policies and procedures. Assist with the transfer and reallocation of cases in case assignment in accordance with court orders. Manage case decks, including the preparation and distribution of deck reports.
- Assist attorneys, their staff and the public regarding filing of documents or the payment of fees.
- Oversee and maintain records for issuing apostilles.
- Monitor the progression and coordination of all civil and criminal appellate cases and related proceedings between the Eastern District and the U.S. Court of Appeals for the 5th Circuit. Release PSRs and sealed documents to the 5th Circuit. Substitute CJA counsel for cases on appeal based on information provided by the Federal Public Defender's Office in accordance with the rules and local practices of the district and appellate courts.
- Oversee attorney admissions and attorney registration, including weekly admissions and the coordination and monitoring of triennial registration and dues collection. Maintain attorney status and group designation in CMECF.
- Oversee records management in accordance with the Guide to Judiciary Policy and with the court's policies and procedures. Maintain and assist in the return shipments of records to Federal Records Centers and NARA. Maintain inventory of records stored at the court, and plan for the handling of the court's remaining stored records.
- Participate as part of a management team to support other supervisors and uphold the responsibilities and duties of the Eastern District of Louisiana's clerk's office and the court.
- Communicate and respond to management requests. Answer procedural questions for judges, staff, and the public. Provide customer service and resolve difficulties while complying with regulations, rules, and procedures. Abide by the Code of Conduct for Judicial Employees and court confidentiality requirements. Demonstrate sound ethics and good judgment at all times. Handle confidential and sensitive information appropriately.
- Performing other duties as assigned.

MINIMUM QUALIFICATIONS:

Applicants must be a high school graduate or equivalent with a minimum of two years of general experience and two years 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. Education may not be substituted for specialized experience because operational court support positions require hands-on experience to be credited as 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 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 and/or Experience:

- Bachelor's degree is highly preferred; a degree in business, criminal justice, management science, political science, public administration or a related field is preferred.
- Excellent verbal and written communication skills.
- The ability to work effectively with a wide variety of people, and organize, oversee and complete projects.
- Exceptional interpersonal and customer service skills.
- Mature, self-motivated person with a professional attitude able to handle high levels of responsibility.
- Proficiency in computer, internet, and typing skills including use of Microsoft Word, Excel, PowerPoint, and Adobe PDF.

- Federal court experience preferred.

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*****

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 **one PDF document** which includes:

- A completed [AO-078 Federal Judicial Branch Application for Employment](#)
- A letter of interest (cover letter)
- A current/detailed resume
- A list of three (3) professional references

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](#). Applicants who are interviewed and employees are subject to the court's [Employment Dispute Resolution \(EDR\) Plan](#). 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 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