



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF LOUISIANA
OFFICE OF THE CLERK**
www.laed.uscourts.gov

CAROL L. MICHEL
CLERK OF COURT

BRANDON C. BRISCOE
CHIEF DEPUTY

LILIAN V. PASCONE
CHIEF DEPUTY

NOTICE OF POSITION VACANCY

POSITION TITLE: ADMINISTRATIVE SUPPORT CLERK

POSITION LOCATION: NEW ORLEANS, LOUISIANA

VACANCY ANNOUNCEMENT #: 26-DSC-06

OPENING DATE: MONDAY, APRIL 20, 2026

CLOSING DATE: APPLICATIONS RECEIVED BY CLOSE OF BUSINESS **FRIDAY, MAY 1, 2026**, WILL BE CONSIDERED FOR FIRST REVIEW (OR UNTIL FILLED). **MORE THAN ONE POSITION MAY BE FILLED FROM THIS VACANCY ANNOUNCEMENT.**

JOB CLASSIFICATION/GRADE: CL-23/24

SALARY RANGE: \$40,346 - \$72,654 (DEPENDING 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 **Administrative Support Clerk**. The Administrative Support Clerk provides office assistance in accordance with approved internal procedures and policies. The incumbent provides a variety of administrative and technical assistance to ensure the smooth and efficient operation of the office.

REPRESENTATIVE DUTIES (CL-23):

- Perform receptionist duties by greeting visitors/clients in person and on the telephone, answering routine questions, and directing visitors/callers to the appropriate person or department.
- Provide coverage for Clerk's Office units and chambers by answering phones, opening, processing, and delivering mail, directing jurors and other visitors.
- Prepare reports, form letters, notices, and other correspondence using templates and forms.
- Assist with preparing correspondence and documents, including typing, keyboarding, formatting, and generating documents from templates, notes, and dictation. Maintain correspondence control records.
- Perform data entry functions. Generate standard reports from databases and computerized systems. Track statistics and data.
- Receive, prioritize, and route all incoming materials from within the court to appropriate individuals in the office. Receive, screen, and route incoming and outgoing mail to appropriate persons or offices; and process mail requiring special handling.
- Maintain, update, and track paper and electronic files; make copies and deliver documents to staff. Assist records and reproduction staff with scanning, copying, filing, stamping, and locating files and documents.
- Schedule appointments, arrange meetings, and maintain staff calendars.
- Provide administrative assistance to managers, supervisors, and other staff, as required.
- Report matters concerning heating, cooling, lighting, and cleaning to the building manager.
- Perform other related duties as assigned.

REPRESENTATIVE DUTIES (CL-24) – IN ADDITION TO THE DUTIES ABOVE:

- Develop and maintain logs, tracking forms, spreadsheets, and databases for the purpose of tracking statistics and data; prepare statistical tables and reports at the request of unit executives. Gather and analyze data for management studies to improve workflow, operating methods and to simplify processing procedures; write reports and make recommendations based on the findings of the studies. Generate standard reports from databases and computerized systems.
- Prepare, proofread and edit materials prepared by others, for the court unit executive's signature for accuracy, proper grammar, and spelling.
- Maintain office reference materials, such as administrative manuals, bulletins, etc.
- Assist with coordinating conferences, meetings, and court ceremonies. Assist in the preparation of agendas; act as secretary for meetings, preparing materials, taking and distributing minutes of proceedings.
- Assist with maintaining and updating the office's website by contributing content and design assistance.

MINIMUM QUALIFICATIONS:

Applicants must be a high school graduate or equivalent with a minimum of two years general experience for placement at a CL-23 and a minimum of one-year of specialized experience for placement at a CL-24. 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 clerical or administrative experience that is in, or closely related to, the work of the position and which has demonstrated the particular knowledge, skills, and abilities to perform the position's duties successfully and involves the routine use of automated software and keyboarding for word processing, data entry and report generation. operations.

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:

- Eleven (11) paid federal holidays
- Paid annual leave (part-time pro-rated based on hours worked)
- Paid sick leave (part-time pro-rated based on hours worked)
- Medical coverage with pre-tax employee premiums (part-time pro-rated based on hours worked)
- Flexible benefits program for health care, dependent care and commuter/parking expenses
- Eligibility for Group Life Insurance and Long-Term Disability coverage
- Mandatory participation in the Federal Employees Retirement System (FERS)
- Time in service with other federal agencies, as well as time for prior military service, is taken into consideration when computing leave accrual and retirement benefits.

***** 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 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](#). 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