



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF LOUISIANA
OFFICE OF THE CLERK**
[WWW.LAED.USCOURTS.GOV](http://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: EXECUTIVE ASSISTANT

POSITION LOCATION: NEW ORLEANS, LOUISIANA

VACANCY ANNOUNCEMENT #: 26-DSC-09

OPENING DATE: WEDNESDAY, MAY 13, 2026

CLOSING DATE: APPLICATIONS RECEIVED BY CLOSE OF BUSINESS WEDNESDAY, JUNE 3, 2026, WILL BE CONSIDERED FOR FIRST REVIEW (OR UNTIL FILLED).

JOB CLASSIFICATION/GRADE: CL-25/26

SALARY RANGE: \$49,361 - \$88,366 (DEPENDING ON QUALIFICATIONS AND EXPERIENCE)
IF HIRED AT CL-25, 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 **Executive Assistant**. The Executive Assistant provides high-level support to the Clerk of Court and Chief Deputy Clerks and manages the executive office by performing and coordinating administrative, technical and professional duties related to the functions of the office. The incumbent acts as manager on a variety of projects and may lead the work of other support staff while not having formal supervisory responsibilities. The job involves handling information of a confidential and sensitive nature. The Executive Assistant reports directly to the Clerk.

REPRESENTATIVE DUTIES (CL-25):

- Coordinates the work of the executive office, including but not limited to the following: Receives, screens and refers telephone calls and personal visitors for the Clerk of Court and Chief Deputy Clerk; answers inquiries and provides assistance as authorized, maintaining the confidentiality of sensitive matters. Inquiries come from many sources, including judges and their staff, other court support units, other courts, members of the bar, the media, public and outside agencies.
- Maintains the Clerk and Chief Deputy Clerk's calendars. Schedules and arranges hearings, meetings or other events, including notification to participants and logistical coordination maintaining the administrative calendar and ensuring appropriate action is taken on dated materials.
- Supports the Clerk and Chief Deputy Clerk in their duties in providing administrative support to the Chief Judge. Acts as assistant secretariat to the Clerk for judges' en banc meetings by preparing and distributing agendas and related materials and assisting the Clerk with writing and distribution of minutes. Responsible for initiating and/or calendaring items requiring additional action following the meetings. Maintains the master historical records and indices for all judges en banc meetings.
- Responsible for the follow-up and/or status of various projects that may be assigned by the Clerk, Chief Deputy Clerk, Chief Judge or Committees of the court. Responsible for keeping the confidential matters of the Court.
- Prepares executive correspondence, legal documents, and other materials, from dictation, rough copy, or own

notes, for the Clerk, Chief Deputy Clerk and Chief Judge's review and signature. This includes but is not limited to authoring Public Notices, Orders, letters, minutes and organizational documents sent to judges, court staff, outside agencies, attorneys and the general public.

- Signs routine correspondence for the Clerk as authorized.
- Responsible for organization and maintenance of the office files including but not limited to General Orders, Jury Orders, court administration and related correspondence.
- Takes the lead in maintaining, updating, publishing and distributing the Local Civil, Criminal and Lawyer Disciplinary Enforcement Rules, and all related Notices, Orders and indices. Calendars and monitors processes related to amendments and proposals to amend the Local Civil, Criminal and Lawyer Disciplinary Enforcement Rules.
- Calendars and monitors processes while acting as liaison with Merit Selection Panels for the Appointment and Reappointment of Magistrate Judges.
- Acts as secretariat for management meetings, attending to the needs of participants, preparing materials, keeping notes of proceedings, and writing and distributing minutes.
- Arranges most economical travel and flight reservations for the Clerk, Chief Deputy and all Clerk's Office staff. Prepares travel vouchers for unit executives.
- Maintains record of attorney discipline actions and distributes notices about attorney sanctions to appropriate third parties at conclusion of a disciplinary case.
- Calendars, monitors and coordinates hearings and timely processes for Bill of Costs applications with the Chief Deputy Clerk of Court.
- Serves as liaison to judges' chambers and all other court support units, as well as the Administrative Office and the Federal Judicial Center.
- Coordinates calendar of meetings in executive conference room.
- Serves as a content consultant for the court's public and internal internet sites.
- Provides back-up functions for other positions as requested by the Clerk or Chief Deputy Clerk.
- Supports assorted records projects on an ongoing basis, including organizing records for scanning projects, providing second-tier quality control, and shredding scanned work.
- Assists in the execution of court events and conferences by handling logistical and administrative details.
- Serves as a backup for court reporter coordinator duties by handling Criminal Justice Act transcript vouchers and other related duties as needed.
- Performs other related duties as assigned.

REPRESENTATIVE DUTIES (CL-26):

- Manages and analyzes workflow of the executive office, recommending and developing procedural changes as necessary to ensure administrative consistency.
- Coordinates the work of the executive office, including but not limited to the following: Receives, screens and refers telephone calls and personal visitors for the Clerk of Court and Chief Deputy Clerks; answers inquiries and provides assistance as authorized, maintaining the confidentiality of sensitive matters. Inquiries come from many sources, including judges and their staff, other court support units, other courts, members of the bar, the media, public and outside agencies.
- Serves as manager for court-related special projects and events such as investitures, dedication and award ceremonies and management training sessions. Related responsibilities include but are not limited to site planning, logistics, design and dissemination of related materials such as agendas, invitations and programs.
- Establishes and maintains Clerk's administrative files, both paper and electronic. Maintains office reference materials including but not limited to General Orders, Jury Orders, court administration and related correspondence.
- Responsible for content and presentation of administrative items on the court's web sites. Also serves as a content consultant for the court's public and internal internet sites.
- Researches information from files and other readily available sources, or from sections of the Court as directed. Information obtained may be evaluated by incumbent to make administrative or procedural recommendations to the Clerk and Chief Deputy Clerks.
- Maintains the Clerk and Chief Deputy Clerk's calendars. Schedules and arranges hearings, meetings or other events, including notification to participants and logistical coordination maintaining the administrative calendar

and ensuring appropriate action is taken on dated materials. Coordinates calendar of meetings in executive conference room.

- Supports the Clerk and Chief Deputy Clerks in their duties by providing administrative support to the Chief Judge and the court.
- Responsible for all en banc records working directly with the Chief Judge and other Judges preparing and distributing agendas and related materials and assisting with the composition and distribution of minutes. Also responsible for initiating and/or calendaring items requiring additional action following the meetings. Incumbent maintains the master historical records and indices for all judges' en banc meetings.
- Coordinates processes related to posting and soliciting comments to amendments and proposals to amend or change the Local Civil, Criminal and Lawyer Disciplinary Enforcement Rules. This includes calendaring and monitoring processes, maintaining, updating, publishing and distributing the master file of the Local Civil, Criminal and Lawyer Disciplinary Enforcement Rules and all related Notices, Orders and indices and related correspondence with the Office of the Circuit Executive, when applicable.
- Responsible for initiating and coordinating the process for soliciting applicants or public comments for vacant positions and reappointments respectively of magistrate judges. Responsible for initiating, coordinating and monitoring processes while acting as liaison with Merit Selection Panels for the Appointment and Reappointment of Magistrate Judges.
- Responsible for the follow-up and/or status of various projects that may be assigned by the Clerk, Chief Deputy Clerk, Chief Judge or Committees of the court. Responsible for keeping the confidential matters of the Court.
- Prepares executive correspondence, legal documents, and other materials, from dictation, rough copy, or own notes, for the Clerk, Chief Deputy Clerk and Chief Judge's review and signature. This includes but is not limited to authoring Public Notices, Orders, letters, minutes and organizational documents sent to judges, court staff, outside agencies, attorneys and the general public.
- Signs routine correspondence for the Clerk as authorized.
- Acts as secretariat for management meetings, attending to the needs of participants, preparing materials, keeping notes of proceedings, writing and distributing minutes.
- Arranges most economical travel and flight reservations for the Clerk, Chief Deputy and all Clerk's Office staff. Prepares travel vouchers for unit executives.
- Supports the Attorney Disciplinary committee by processing attorney disciplinary sanctions notifying appropriate third parties at the conclusion of a disciplinary case. Maintains a confidential record of all sanctions imposed by the district which is also used by incumbent to issue certified Statements of Discipline for members of the Court.
- Calendars, monitors and coordinates hearings and timely processes for Bill of Costs applications with the Chief Deputy Clerk of Court. Ensures accuracy of content of Bill of Costs rulings prior to filing.
- Coordinates general activities in the executive office, including equipment maintenance, supplies, and furnishings. Acts as liaison to GSA Building manager's office for physical needs of the executive office, i.e. heating, cleaning, lighting, etc.
- Serves as liaison on behalf of the Clerk of Court with judges, chambers and all other court support units, as well as the Administrative Office and the Federal Judicial Center.
- Receives and collects attorney applications for the Criminal Justice Act (CJA) Panel Selections Committee acting as liaison to the Public Defender's Office.
- Supports assorted records projects on an ongoing basis, including organizing records for scanning projects, providing second-tier quality control, and shredding scanned work.
- Assists in the execution of court events and conferences by handling logistical and administrative details.
- Serves as a backup for court reporter coordinator duties by handling Criminal Justice Act transcript vouchers and other related duties as needed.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Applicants must be a high school graduate or equivalent with a minimum of two years general experience and at least 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 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.

Preferred Qualifications and/or Experience:

The position requires skill and ability to manage an executive office in a professional environment. Ability to exercise mature judgment. Excellent written and oral communications, including the writing, editing, and proofreading of documents for spelling, grammar, style, abbreviations, and correct legal citation formats. Thorough knowledge of using executive office procedures and equipment. Familiarization with virtual platforms (Zoom, Teams, etc.). Ability to learn Court rules and policies. Ability to multitask. Ability to maintain confidentiality and interact tactfully with a wide variety of people is critical. Skill in administrative matters—file maintenance, record keeping, reporting and preparation of presentation material.

A bachelor’s degree is 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:

- 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
- 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