



**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF LOUISIANA**  
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**NOTICE OF POSITION VACANCY**

**POSITION TITLE:** JUDICIAL ASSISTANT TO A U. S. MAGISTRATE JUDGE  
(TEMPORARY APPOINTMENT)

**POSITION LOCATION:** NEW ORLEANS, LOUISIANA

**VACANCY ANNOUNCEMENT #:** 26-DSC-10

**OPENING DATE:** MONDAY, MAY 18, 2026

**CLOSING DATE:** APPLICANTS ARE URGED TO SUBMIT APPLICATIONS AS SOON AS POSSIBLE. APPLICATIONS WILL BE CONSIDERED AS THEY ARE SUBMITTED. THE POSITION WILL REMAIN OPEN UNTIL FILLED BUT, APPLICATIONS SHOULD BE SUBMITTED NO LATER THAN CLOSE OF BUSINESS ON **FRIDAY, JUNE 12, 2026.**

**JOB CLASSIFICATION/GRADE:** JSP-9 THROUGH JSP-11

**SALARY RANGE:** \$61,722 - \$97,087 (DEPENDS ON QUALIFICATIONS & EXPERIENCE)

**TERM:** FULL-TIME, IN OFFICE BEGINNING SEPTEMBER 21, 2026 THROUGH JANUARY 10, 2027

**POSITION OVERVIEW**

The United States District Court for the Eastern District of Louisiana is seeking qualified applicants for the full-time temporary position of Judicial Assistant for a U. S. Magistrate Judge. The Judicial Assistant works under the direction of the Magistrate Judge and is responsible for performing a variety of administrative duties.

Applicants should possess a solid command of office protocol and administrative practices, as well as a high level of grammatical expertise and extensive knowledge of writing, editing and proofreading. Applicant should be capable of multi-tasking in a demanding environment. A keen sense of attention to detail, timeliness and confidentiality is essential.

**DUTIES AND RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:**

- Arrange and manage the judge's schedule, continuously updating and coordinating with the judge, legal parties, attorneys, the clerk's office, and other judicial officers and court unit executives.
- Perform administrative duties, including preparation of documents and correspondence, reviewing legal documents submitted to the court for completeness and accuracy, and other related duties.

- Respond to basic questions related to the status and scheduling of cases.
- Monitoring cases for case conflicts and updating the judge's conflict/recusal list annually or as needed.
- Maintain financial disclosure information. Maintain chambers information storage and filing systems for case filings, correspondence, publications, data, forms, and other documents.
- Serve as liaison between the judge's chambers and the clerk's office, other government agencies, the bar and the public in both criminal and civil matters.
- Schedule court reporters and interpreters as necessary. Inform the jury clerk of upcoming trials and needs for jurors.
- Make travel arrangements and prepare vouchers for travel advances and payments for chambers staff as necessary.
- Additional duties as assigned by the judge, but not limited to: answering telephones, facilitating telephone conferences, direct parties and counsel as appropriate, maintain chamber's supplies, schedule chamber's repairs, prepare/file reports for judge.
- Other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

Applicants must have a minimum of two years of experience in progressively responsible general clerical or secretarial experience that provided a good knowledge of office clerical practices such as filing, telephone usage, and typing. Four to six years of specialized experience is also required.

**Specialized experience:** Progressively responsible secretarial experience that provided exposure to law-related matters, such as might be found in a law, insurance, or real estate office.

### **PREFERRED QUALIFICATIONS:**

- Excellent computer and typing skills including skills in word processing, scanning, and uploading PDF documents, email, and web browsers.
- Excellent organizational, analytical, oral, and written communication skills, including the use of proper grammar, spelling, and punctuation.
- The ability to maintain confidential information and abide by Judiciary ethical standards.
- The ability to present a professional demeanor at all times.
- Experience in a fast-paced and demanding environment.
- Case docketing and administration experience, knowledge of CM/ECF, and strong computer skills are desirable.
- Preference given to applicants with experience and judgment in creating, handling, or processing legal documents, such as that acquired in federal courts, state courts, or law offices, or to those with paralegal experience and/or certification.

### **MISCELLANEOUS:**

- Participation in the interview process is at the applicant's own expense. The Court will only communicate with those qualified applicants selected for an interview. If you are not notified, another applicant was selected.
- Employees of the United States Courts are not included in the government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Employees who work for the Court are considered "at will" and work at the pleasure of the Court.
- As a condition of employment, successful applicants will be subject to a background check, credit check and/or records check with law enforcement agencies. Also, this position is subject to mandatory electronic funds transfer participation for payment of net pay.
- The Court reserves the right to modify the conditions of this announcement, withdraw the announcement, or fill the position at any time before the closing date, any of which may occur without prior written notice.

## **BENEFITS:**

This position is temporary, time limited, and therefore not eligible for full Federal Employee [benefits](#). The following benefits will be provided:

- Paid federal holidays
- Paid annual leave (for appointments exceeding 90 days)
- Paid sick leave
- Medical coverage with pre-tax employee premiums (for appointments exceeding 90 days)

*\*\*\*\*\*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. 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](#). 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.***