

VACANCY ANNOUNCEMENT



UNITED STATES DISTRICT COURT WESTERN DISTRICT OF LOUISIANA

Position Title:	Intake Clerk
Location:	Alexandria Division
Closing Date:	February 22, 2012 at 12:00 p.m.
Starting Salary/Range:	\$34,356 - \$45,469 (CL 24) Salary commensurate with experience

POSITION OVERVIEW

The United States District Court for the Western District of Louisiana is accepting applications for the position of Intake Clerk. This position is located in the Alexandria Division of the Western District of Louisiana.

REPRESENTATIVE DUTIES

Provides information to court personnel, judges' chambers, and the public. Retrieves and distributes incoming mail. Routes various material to proper offices/persons. Scans documents upon receipt. Collects and receipts for all fees. Certifies name search results found within the court records. Responds to routine Pro Se correspondence. Fulfills requests for copies, forms, and Local Rules. Verifies attorneys' authority to practice before the court. Opens new cases upon receipt of initiating documents; and/or, reviews attorneys case opening submissions in CM/ECF for accurateness. Dockets limited entries within CM/ECF. These entries may involve referral of certain motions, generating administrative orders, entry and tracking of specific case opening deadlines. Issues appropriate service of process (civil summons, warrant for arrest of vessels, etc.), and forwards same to counsel and/or U. S. Marshal. Reviews filings for compliance with Local and Federal rules. Performs other duties as assigned.

QUALIFICATIONS

College degree, higher education courses and/or prior court/legal experience is preferred. Incumbent should have knowledge of legal terminology and processes; have light research/analysis capabilities; and progressive clerical experience. Qualified applicant must be a team player who is dependable, energetic, professionally discreet, and able to work in a fast-paced, changing environment. Position requires a great deal of responsibility from a mature, self-motivated person who has a professional attitude and the ability to work collaboratively and independently. Interaction with others warrants a professional demeanor at all times. Detail-oriented individual must possess strong organizational, interpersonal, and communication abilities. Accurate typing skills and solid PC computer skills are required. CM/ECF experience is desirable.

APPLICATION REQUIREMENTS

Qualified applicants should submit a letter of interest, current resume, three professional references, AND a completed AO-78, Application for Federal Employment form electronically in PDF format to: lawd_applications@lawd.uscourts.gov. Attachments should be saved as one PDF file. **All submissions must be emailed no later than 12:00 p.m. on February 22, 2012 to be considered.**

Application forms (AO-78) are available on our website at www.lawd.uscourts.gov.

The court cannot reimburse candidates for interview travel or relocation expenses.

Due to the volume of applications, only applicants selected for an interview will be notified.

This is a sensitive position within the Judiciary. Employment will be considered provisional pending successful completion of a background investigation.

EMPLOYEE BENEFITS

Employees of the United States District Court ARE NOT included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of the benefits are:

- Thirteen (13) days of paid vacation per year for the first three years of employment.
- Participation in a retirement program.
- Participation in the federal health insurance program of your choice.
- Participation in dental and vision insurance programs of your choice.
- Participation in a group life insurance program.
- Participation in a group long-term disability insurance program.
- Participation in long-term care insurance program.
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis.
- Tax deferred retirement savings and investment plan under Thrift Savings Plan (TSP) with employer matching contributions.
- A minimum of ten (10) paid holidays per year.
- Time in-service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

Due to the expected high volume of applicants for this position, contact will only be made with those qualified applicants who will be invited for an interview.

**** An Equal Opportunity Employer****

All applicants must be a U.S. Citizen or be eligible to work in the United States

All appointments subject to FBI Fingerprint Background Check

Retention depends upon a favorable suitability determination

All appointments also subject to mandatory electronic funds transfer