

# UNITED STATES DISTRICT COURT WESTERN DISTRICT OF LOUISIANA



## CAREER OPPORTUNITY

*The United States District Court for the Western District of Louisiana is accepting applications for the position of Courtroom Deputy for a United States Magistrate Judge*

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| <b>Position Title:</b>       | <b>Courtroom Deputy for a U.S. Magistrate Judge</b>  |
| <b>Location of Position:</b> | <b>Monroe, Louisiana</b>   |
| <b>Announcement Number:</b>  | <b>16-WDLA-8</b>   |
| <b>Closing Date:</b>         | <b>December 9, 2016 (close of business)</b>  |
| <b>Salary Range:</b>         | <b>\$43,140 - \$70,103 annually (CL 26)</b><br><i>Starting salary commensurate with work experience, education, Prior/present pay history and previous federal court experience.</i> |

The Clerk of the U.S. District Court for the Western District of Louisiana is currently accepting applications for the position of Courtroom Deputy for a United States Magistrate Judge in the Monroe Division.

### **REPRESENTATIVE DUTIES**

Manages the judge's cases by calendaring and regulating their movement, monitoring the filing of pertinent documents and responses to judicial orders. This includes docketing orders and scheduling documents in CM/ECF. The incumbent is also responsible for setting dates and times for hearings, trials, and conferences. Keeps the judge and immediate staff informed of case progress.

Reviews information relating to pending cases to ensure that all records and reference materials are available for use by the judge and counsel. Utilizes reports and information from the automated case management system.

Attends court sessions and conferences. Assists with the orderly flow of proceedings, including but not limited to, setting up the courtroom, assuring presence of all necessary participants, recording proceedings on recording equipment, managing exhibits, assisting witnesses and jurors, and maintaining courtroom decorum. Takes notes of proceeding, prepares minute entries and dockets in the court file. Drafts judgments and other orders for the judge's approval.

Acts as liaison among the clerk's office, the bar, and the judge to ensure that cases proceed smoothly and efficiently. Serves as a primary source of information on scheduling conferences, hearings, trials, and other case processes.

Performs all other duties as assigned. Travel is required.

## QUALIFICATIONS

To qualify, a person must be a high school graduate or equivalent and have one year of specialized experience equivalent to work at the CL-25 level. 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.

A bachelor's degree in a related field and/or paralegal certificate is highly preferred. The applicant must display initiative, excellent verbal and written communication skills, a positive attitude, ability to work in a team environment, be detail oriented, possess excellent interpersonal skills and exercise discretion in dealing with confidential information.

The applicant should possess thorough knowledge and understanding of the policies and procedures of the court, familiarity with CM/ECF, knowledge of legal terminology, experience in preparing reports, skill in communicating and working with judges, counsel and others in scheduling events and managing courtroom logistics, ability to multi-task under strict deadlines, and ability to take notes and summarize material for minutes, entries, and judgments. Preference will be given to candidates with prior court experience and/or work experience in a legal environment.

## REQUIRED CLEARANCES

This position is classified as a sensitive position, therefore, the successful applicant will be required to submit to a background clearance, which will include a criminal history and fingerprint check. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Retention will depend upon a favorable suitability determination of the investigation.

## HOW TO APPLY

Qualified applicants should submit a **complete** applicant's packet which includes:

- Letter of interest
- Detailed resume including three professional references (letters not required)
- Completed Application for Judicial Employment, form AO-78 available at <http://www.uscourts.gov/forms/AO078.pdf>

Applicant's packets must be **received** by the closing date to be considered.

Please mail an original **and four copies** to:

U.S. District Court  
Attention: Human Resources  
800 Lafayette St., Suite 2100  
Lafayette, La 70501

## BENEFITS

- Paid annual and sick leave
- Retirement benefits under the Federal Employees Retirement System (FERS)
- Thrift Savings Plan (401k styled) with employer matching contributions
- Health benefits under the Federal Employees Health Benefits Program (FEHB)
- Supplemental Dental and Vision Benefits under the Federal Employees Vision and Dental Plan (FEDVIP)
- Life insurance benefits under the Federal Employees Group Life Insurance Program (FGLI)
- Flexible Benefits Program for Health Care Reimbursement and Child Care Reimbursement

### ADDITIONAL INFORMATION/CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or eligible to work in the United States.

Due to the volume of applications received, only applicants selected for an interview will be notified. **Please do not inquire about the status of your application.**

Applicants selected for interviews will be required to travel to the designated location at their own expense. The court is not authorized to reimburse applicants for travel and/or relocation expenses.

The court requires employees to adhere to a Code of Conduct which is available to applicants for review upon request.

The incumbent will be subject to a six month probationary period.

All employees of the court are "excepted service" appointments. Excepted service appointments are "at will" and serve at the pleasure of the court.

This position is subject to mandatory electronic funds transfer (direct deposit) of federal wages for court employees.

The court has a 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.

The U.S. District Court for the Western District of Louisiana is an Equal Opportunity Employer and values diversity in the workplace.