

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 Deputy-in-Charge

Position Title:

Deputy-in-Charge

Location of Position:

Lake Charles, Louisiana

Announcement Number:

15-WDLA-6

Closing Date:

December 18, 2015

Salary Range:

\$56,137 - \$91,275 annually (CL 28)

Starting salary commensurate with experience, education and competitive factors

The Clerk of the U.S. District Court for the Western District of Louisiana is currently accepting applications for the position of Deputy-in-Charge for the Lake Charles Division. The Deputy-in-Charge assigns, directs, and plans the work of operational staff, as well as effectively supervises employees. Responsibilities include training, evaluating, and development of the operations staff. The Deputy-in-Charge is responsible for the development, implementation, and refinement of office policies, procedures, and programs. Additionally, this position is also responsible for providing courtroom deputy services to the judges, as needed, including managing the judge's caseload, scheduling, attending, and documenting court proceedings, and processing and issuing orders. This position reports directly to the Chief Deputy and currently supervises a staff of three deputy clerks, all of whom serve one U.S. District Judge and one U.S. Magistrate Judge.

DUTIES INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

Responsible for management of the divisional office and staff.

Assigns, directs and plans the work of intake, docket and courtroom deputies. Plans, coordinates, and schedules work operations.

Recommends personnel actions, such as selections, promotions, reassignments, disciplinary actions and separations.

Serves as liaison with judges, the bar, the public and other agencies regarding operating procedures, planning, facilities, and other areas as assigned.

Assists in the development, implementation and evaluation of goals, policies, and procedures in the areas of case flow management, jury management, records management, and courtroom services.

In coordination with operations and training staff, oversees training and development of intake, docket and courtroom deputy clerks, including CM/ECF, case management and courtroom procedures. Provides information and guidance to staff on office policies, procedures, rule sand compliance requirements.

Monitors time and attendance of the Clerk's Office staff in the Lake Charles Division. Approves leave requests, certifies time, and prepares biweekly time and attendance reports.

Ensures the timely preparation and submission of employee appraisals in accordance with policy.

Acts as jury administrator for the Divisional Office.

Administers trial operations and support of an electronic-based evidence display and sound system installed in the courtroom, to include the technical aspects of said equipment.

Attends court proceedings and conferences. Assists with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring the presence of all necessary participants, and managing exhibits. Takes notes of proceedings and rulings and prepares minutes, judgments and orders for the judge's signature.

Manages judge's cases by: calendaring and regulating their movement; monitoring filing of pertinent documents and timely responses to judicial orders; and setting dates and times for hearings, trials, and conferences. Keeps judge and immediate staff informed of case progress.

MINIMUM QUALIFICATIONS:

A minimum of six years of progressively responsible administrative and managerial experience, three of which must be specialized experience, (experience that provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of management), and at least one of which must be equivalent to work at the CL-27. Excellent leadership and human relations skills; the ability to exercise sound judgment; and a thorough knowledge of the concepts, principles, policies and theories of management and strong computer skills.

COURT PREFERRED QUALIFICATIONS:

Completion of a bachelor's degree is highly preferred. Federal court knowledge; experience in a CM/ECF or an electronic media environment; proven ability to assume and delegate responsibility; proven ability to manage and work with staff, management, the public, and bar; knowledge and ability to organize, oversee, and complete projects; extremely detail-oriented and organized; strong leadership skills and the ability to effectively coach, develop, direct and manage a skilled service-oriented team.

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>
- Narrative statement that addresses qualifications, relevant experience and management style or philosophy
- Example of a challenging management issue that you have encountered within the past two years and describe how you dealt with or resolved it

Applicant's packets must be **received** by 12:00 p.m. on the closing date to be considered.

Please mail an original **and three 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.