

UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF LOUISIANA



**VACANCY ANNOUNCEMENT**

Position Title:	Courtroom Deputy for a Magistrate Judge
Location:	Lafayette Division
Closing Date:	August 30, 2013 at 5:00 p.m.
Starting Salary/Range:	\$41,786 - \$67,951 (CL 26) Salary commensurate with experience

**POSITION OVERVIEW**

The United States District Court for the Western District of Louisiana is accepting applications for the position of Courtroom Deputy for a Magistrate Judge in the Lafayette Division of the Western District of Louisiana.

The incumbent manages the court docket, performs full courtroom duties, prepares minutes, orders, and judgements, and processes all court-related documents.

**OCCUPATIONAL INFORMATION**

The courtroom deputy clerk provides courtroom and case management support to judicial officers of the U.S. District Court, acting as liaison between the Clerk's Office, the bar, the public, and judicial officers to ensure cases proceed expeditiously and efficiently. The position also provides a variety of other case administration support duties as determined by the Magistrate Judge, Clerk of Court, and Chief Deputy. The incumbent will have daily contact with the staff of the Clerk's Office, the public, and the bar, and will perform a full range of varied duties. Full performance of this job entails a high level of knowledge and complexity regarding court and courtroom operations. Courtroom deputy clerks are sometimes required to work in excess of the normal duty hours without additional compensation. Docketing, other general clerical, court operation duties, and special project work are also required. Also, Performs all other duties as assigned.

## **QUALIFICATIONS**

### Minimum Qualifications

To qualify, a person must be a high school graduate or equivalent and have three years of specialized experience, including at least one year equivalent to work at the CL 25/26 level.

Specialized experience is progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws.

### Court Preferred Qualifications

- Extensive experience in criminal and civil case management.
- Ability to meet and communicate effectively with a variety of people, including peers, members of the Bar, and judicial officers.
- Skill using automated case management systems.
- Experience posting docket entries and documents in the CM/ECF system.
- Experience which reflects the applicant's ability to work under pressure and deal with change.
- Experience in listening to and interpreting information, note taking, and producing professional, grammatically correct minutes, orders, judgments, and other documents.
- Work experience that supports ability to successfully manage multiple priorities.
- Ability to work with limited supervision.
- Ability to work with audio/visual technology (to include video conferencing, telecommunications, and electronic courtroom equipment).
- Knowledge of Local Rules of Practice.
- Bachelor's degree or paralegal certificate preferred.

## **APPLICATION REQUIREMENTS**

Qualified applicants should submit **complete** applicant's package which includes: a letter of interest, a current/detailed resume which includes three professional references, and a completed Application for Judicial Branch Employment (Form AO-78). Applicant's packages must be emailed no later than August 30, 2013 at 5:00 p.m. to be considered. Applications for Judicial Branch Federal Employment (Form AO-78) can be downloaded from our website at [www.lawd.uscourts.gov](http://www.lawd.uscourts.gov). Please email your complete package to: [lawd\\_applications@lawd.uscourts.gov](mailto:lawd_applications@lawd.uscourts.gov). Attachments must be saved as **one** PDF file. Multiple attachments WILL NOT BE accepted.

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.

## **BENEFITS**

The U.S. District Court offers a generous benefits package which includes:

10 paid federal holidays	Thrift Savings Plan (401K style)
Paid annual and sick leave	Life insurance
Retirement benefits under (FERS)	Long-term disability insurance
Medical, dental and vision insurance	Long-term care insurance
Health and dependant care reimbursement programs	

**\*\* 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 with periodic updates  
Retention depends upon a favorable suitability determination  
All appointments also subject to mandatory electronic funds transfer***