

UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF LOUISIANA



VACANCY ANNOUNCEMENT

Position Title:	Intake Clerk
Location:	Shreveport Division
Closing Date:	June 11, 2013 at 12:00 p.m.
Starting Salary/Range:	\$34,356 - \$55,864 (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 Shreveport Division of the Western District of Louisiana.

REPRESENTATIVE DUTIES

Perform office opening and closing procedures. Accept documents, inform customers of required fees, receive payments, and issue receipts. Secure funds in cash register, balance cash drawer at the end of day, and process credit card payments for filed documents. Answer and route incoming calls, assist the public in the use of computerized databases. Answer electronic filing help desk questions. Provide information to the public, without providing legal advice. Make copies of records and forms for court personnel, attorneys, litigants, and others. Prepare, ship, and retrieve records from the appropriate Federal Records Center. Certify court documents, perform record searches, issue certificates of search. Assign case numbers and open civil cases in the case management system. Docket initial case opening events. Scan, copy, file, pickup, sort, and process incoming and outgoing mail. Process email received from electronic filers. Receive and stamp incoming documents. Organize and maintain paper filings. Mail outgoing noticeable instruments from the court. Operate a variety of copy/scanning and records equipment. Perform 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 **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 June 11, 2013 at 12:00 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. If you fail to provide all of these documents, your application package will be considered incomplete and will not be considered any further. Please email your complete package to: 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***