

CAREER OPPORTUNITY



UNITED STATES DISTRICT COURT WESTERN DISTRICT OF LOUISIANA

Position Title:	Intake Clerk
Location:	Lafayette Division
Closing Date:	September 26, 2014
Starting Salary/Range:	\$34,703 - \$56,417 (CL 24)* <i>Depending upon qualifications and experience</i>

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 Lafayette 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. Provide information to the public, without providing legal advice. Make copies of records and forms for court personnel, attorneys, litigants, and others. 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. 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.

CONDITIONS OF EMPLOYMENT

The successful candidate is subject to a background check or investigation, which includes an FBI fingerprint check as a condition of employment. Employee retention depends upon a favorable suitability determination.

Applicants must be a U.S. citizen or permanently eligible to work in the United States.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

All court employees are required to adhere to a Code of Conduct. Successful completion of a six-month probationary period is required. All U.S. District Court employees are "at will" employees and serve at the pleasure of the Court.

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

The Court will only communicate with those qualified applicants who will be invited for an interview.
Please do not call our office.

The Court reserves the right to modify the conditions of this vacancy announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.

PROCEDURE FOR APPLYING

Qualified applicants should submit **complete** applicant's package which includes: (1) a letter of interest, (2) a current resume which includes three professional references, and (3) a completed Application for Judicial Branch Employment (Form AO-78). Applicant's packages must be received no later than September 26, 2014 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 **or** mail your complete package to: lawd_applications@lawd.uscourts.gov or U.S. District Court, Attn: Personnel, 800 Lafayette Street, Suite 2100, Lafayette, La 70501. Attachments must be saved and submitted as **one** (1) **PDF file**. Multiple attachments WILL NOT BE accepted.

Benefits:

10 paid federal holidays	Thrift Savings Plan (401k style)
Paid annual and sick leave	Life insurance
Retirement benefits	Long term care
Medical, dental and vision insurance	Workers compensation
Health and dependant care reimbursement programs	