

# CAREER OPPORTUNITY



## UNITED STATES DISTRICT COURT WESTERN DISTRICT OF LOUISIANA

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<b>Position Title:</b>	<b>Courtroom Deputy for a U.S. Magistrate Judge</b>
<b>Location:</b>	<b>Alexandria Division</b>
<b>Closing Date:</b>	<b>October 6, 2014</b>
<b>Starting Salary/Range:</b>	<b>\$42,199 - \$68,639 (CL 26*)</b>

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*\*Depending upon qualifications and experience*

### **POSITION OVERVIEW**

The United States District Court for the Western District of Louisiana is presently accepting applications for the position of Courtroom Deputy for a United States Magistrate Judge in the Alexandria 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. 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 proceedings and 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 primary source of information on scheduling conferences, hearings, trials, and other case processes. Performs 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.

**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 October 6, 2014 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). 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](mailto: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:**

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| 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             | Total wellness                   |
| Health and dependant care reimbursement programs | Workers compensation             |