

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 Docket Clerk

Position Title:

Docket Clerk

Location of Position:

Shreveport, Louisiana

Announcement Number:

15-WDLA-5

Closing Date:

September 18, 2015 at 4:00 p.m.

Salary Range:

\$38,704 - \$62,951 annually (CL 25)

Starting salary commensurate with experience, education and competitive factors

POSITION OVERVIEW:

This position is located in the Office of the Clerk. The incumbent performs various functions and is responsible for maintaining and processing case information and managing the progression of cases from opening to final disposition, in accordance with approved internal controls, procedures and rules.

SUMMARY OF REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

Receives and reviews incoming documents via traditional and electronic media to determine conformity with appropriate rules, practices and/or court requirements. Answers inquiries on procedures and status of cases, including help desk support of attorneys in the electronic filing system. Makes summary entries of documents and proceedings on the docket. For electronic filings, performs quality control on same. Provides corrective feedback to attorneys of errors in electronic filings. Assists with records management, both electronic and physical records, which may include sensitive and/or trial exhibits. Has access to sensitive filings, with the ability to seal and unseal by order of the court. Transmits to appropriate parties such items as: notices, judgments, orders, and notices of appeal. Identifies and processes documents, including emergency motions and documents that require special handling and refers or sets before appropriate judicial officer. Coordinates efforts between judges, attorneys, litigants appearing on their own behalf, court personnel, 5th Circuit Court of Appeals, other agencies and other courts.

MINIMUM QUALIFICATIONS:

Applicant must have a minimum of two years of general experience and two years of specialized experience. General experience is progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry, or report generation.

COURT PREFERRED SKILLS/EDUCATION:

Bachelor's degree, associate's degree or paralegal certificate preferred. Demonstrated experience in word processing, web-based environments, and data entry are required. Familiarity with electronic case filing, especially the CM/ECF (Case Management/Electronic Case Filing) system is desirable. Good judgment, the ability to apply concepts to determine what action needs to be taken, excellent oral and written communication skills, and good proofreading skills are essential. Candidates must be highly motivated, dependable, detail oriented and able to work in a multi task, fast paced team environment. Court experience is a plus.

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 **complete** applicant's packet which includes:

- Letter of interest
- Detailed resume which includes three professional references (letters not required)
- Completed Application for Judicial Employment, form AO-78 available at <http://www.uscourts.gov/forms/AO078.pdf>

Applicant's packets must be **received** by 4:00 p.m. on the closing date to be considered. Incomplete packets will not be considered. Please mail an original **and three copies** to: U.S. District Court, Attention: Personnel, 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
- Long Term Care Insurance through the Federal Judiciary or the Office of Personnel Management (OPM)

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 work place.