



CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT WESTERN DISTRICT OF LOUISIANA

DANIEL J. MCCOY
Clerk of Court

Alexandria Division
515 Murray St.
Suite 105
Alexandria, La 71301

Lafayette Division
800 Lafayette St.
Suite 2100
Lafayette, La 70501

Lake Charles Division
611 Broad St.
Suite 188
Lake Charles, La 70601

Monroe Division
201 Jackson St.
Suite 215
Monroe, La 71201

Shreveport Division
300 Fannin St.
Suite 1167
Shreveport, La 71101

Website:
www.lawd.uscourts.gov

*Equal Opportunity
Employer*

Position:	Courtroom Deputy
Vacancy Number:	25-WDLA-03
Classification Level:	CL 27
Salary Range:	\$59,133 - \$96,147 (starting salary depending on experience & qualifications)
Duty Station:	Alexandria, Louisiana
Opening Date:	January 27, 2025
Closing Date:	February 10, 2025 (5:00 p.m. CST)

The Office of the Clerk of Court of the United States District Court for the Western District of Louisiana is a career-oriented organization focused on providing exceptional service to the court, members of the legal community, and the general public. Currently, we are seeking applicants for a Courtroom Deputy in the Alexandria Division.

POSITION OVERVIEW:

This position is in the Clerk’s Office, reporting directly to the Deputy-in-Charge. The incumbent performs general and specialized case management functions. The duties involve managing the Magistrate Judge’s caseload, attending and logging court proceedings, drafting orders, processing orders, and recording proceedings. This job entails a high level of knowledge regarding complex court operations. In addition, the Courtroom Deputy functions at the fully proficient level for all courtroom work assignments. Work is performed in an office setting or a courtroom. Occasional travel inside and outside of the district is required. Occasional work during non-business work hours is required. [Click here](#) to view a brief video about courtroom deputy professionals working in the Courts.

REPRESENTATIVE DUTIES:

- Manages the Magistrate Judge’s caseload and court calendars.
- Attends court proceedings, calls Court to order, administers oaths and swears in witnesses.
- Assists with the orderly flow of proceedings including, but is not limited to, setting up the courtroom, conducting and troubleshooting court hearings by video and telephone, using platforms such as Zoom, Microsoft Teams, and other Courtroom technology resources, assures the presence of all necessary parties and assists with the selection of juries and managing exhibits.
- Composes minute orders, judgments, and other court forms.
- Performs duties associated with criminal duty periods including preparing bonds and release orders and reviewing bonds and supporting documents to ensure conditions are satisfied.
- Participates in the arraignment of defendants and provides other courtroom assistance, as necessary.
- Reviews the quality of electronic filings made by outside users, ensures that entries are appropriately and accurately docketed, and takes other appropriate corrective actions as needed.
- Makes summary entries of documents and proceedings on the docket. Prepares and transmits to appropriate parties such items as: notices, judgments, and orders.
- Acts as a liaison between the Magistrate Judge and other Clerk’s Office staff, Probation and Pretrial Services, the United States Marshal Service, the United States Attorney’s Office, the Federal Public Defender’s Office, attorneys and parties to litigation, other government agencies, and pro se litigants to ensure the just and efficient administration of justice.
- Performs data quality control on attorney docketed entries of all documents and proceedings; performs docket functions in the Case Management/Electronic Case Filing (CM/ECF) system;

checks ECF ready folders; and assists in ensuring all automated entries are appropriately linked for proper case management.

- Assists in the accurate statistical reporting requirements of the Administrative Office.
- Provides relief coverage as needed.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent;
- Two years of general administrative experience; and
- Two years of specialized experience. 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.

PREFERRED QUALIFICATIONS:

- Paralegal degree and experience.
- Prior courtroom deputy, court, or legal experience is highly desired.
- Bachelor's Degree.
- Excellent computer and typing skills including skills in word processing (MS Word and Excel), proficiency with the databases, scanning and uploading documents, email, and web browsers.
- Excellent organization, highly analytical thinker, problem solver, oral, and written communication skills, including the use of proper grammar, spelling, and punctuation.
- Self-starter, good tact and judgment, discretion, and professional demeanor.
- Experience in a fast-paced and demanding environment dealing with diverse legal issues.
- Experience coordinating and prioritizing the flow of work in a team-based environment.

REQUIRED CLEARANCES:

This position is classified as a sensitive position; therefore, the successful candidate will be required to submit to a background clearance, which will include a criminal history and fingerprint check. Employment will be contingent upon a favorable response from this investigation.

HOW TO APPLY:

Applicants must submit **ONE COMBINED PDF** document containing the following to Charlotte_Deville@lawd.uscourts.gov:

- (1) letter of interest
- (2) current resume
- (3) list of three professional references with current contact information
- (4) completed and signed "AO 78, Application for Federal Judicial Branch Employment"
(form can be obtained at <http://www.uscourts.gov/forms/AO078.pdf>)

Application packages will not be considered complete unless **all** items have been received by the Human Resources Department. Incomplete application packages will disqualify an applicant from further consideration. Receipt will be acknowledged by the Human Resources Manager via return email. The deadline for submitting application packets is Monday, February 10, 2025, at 5:00 p.m. (CST).

Due to the anticipated volume of applications, only applicants selected for an interview will be notified. **Please do not inquire about the status of your application.** Applicants selected for interviews may be required to travel to the designated location at their own expense.

The court reserves the right to modify or withdraw this vacancy announcement, or to fill the position any time before the closing date, either of which may occur without prior written or other notice.

ADDITIONAL INFORMATION:

A generous federal benefits package is offered. For more detailed information about federal court benefits, go to: <https://www.uscourts.gov/careers/benefits>.

Applicants must be U.S. Citizens or eligible to work in the United States.

The court requires employees to adhere to the *Code of Conduct for Judicial Employees*. For more information, please go to: <https://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>.

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 U.S. District Court for the Western District of Louisiana is an Equal Opportunity Employer and values diversity in the workplace.