



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:	Case Administrator II
Vacancy Number:	26-WDLA-06
Classification Level:	CL 25
Salary Range:	\$49,361 - \$80,265 (starting salary depending on experience & qualifications)
Duty Station:	Lake Charles, Louisiana
Opening Date:	May 26, 2026
Closing Date:	June 8, 2026 (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 committed to professionally superior and efficient support to the federal judiciary, its litigants, and the public, in the just and prompt resolution of civil and criminal actions. Currently, we are seeking applicants for a Case Administrator II, in the Lake Charles Division.

POSITION OVERVIEW:

This position is in the Clerk's Office, reporting directly to the Operations Manager. Case administrators perform various functions and are 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. Case Administrators II are fully proficient at managing the progression of cases from opening to final disposition. They perform docketing, noticing, managing the progression of cases, maintaining official case records, monitoring the completion of required procedural steps, preparing case documents for appeal, reviewing filed documents to determine conformity and taking appropriate action, ensuring that all orders and automated entries are appropriately and accurately docketed, and making summary entries on the docket of all documents and proceedings.

REPRESENTATIVE DUTIES:

- Make summary entries on all documents and proceedings. Assign claim numbers. Receive and docket terminating documents. Perform quality control on attorney-docketed entries. Accept, review and process documents. Prepare deficiency notices. Review filed documents to determine conformity and take appropriate action and follow up with rules, practices, and filing requirements. Prepare correspondence regarding file inquiries, docket sheets, and other file request information. Set schedules for briefing and record preparation. Refer cases to panels of judges or court attorneys for action.
- Check for prior or prohibited filings. Verify attorney's authority to practice. Monitor for release of exhibits and sealed documents. Verify and issue summons.
- Inform customers of required fees.
- Create and process new case files. May assign case numbers to judges and/or magistrate judges. Open cases in case management system. Docket initial opening events. Sort, classify, and file case records. Maintain integrity of the filing system by such means as monitoring proper access to records and maintaining timely and accurate filing of documents. Retrieve files and make copies of records for court personnel, attorneys, and others. Certify court documents and ensure data quality.
- Process e-mail received from electronic filers.
- Operate a variety of copying and records equipment. Answer and route incoming calls. Prepare case files for tracking records. Assist the public in using computerized databases. Provide basic information to public, bar, and court.

- All other duties as assigned.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent;
- Two years of general 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:

- Bachelor's degree, associate's degree or paralegal certification.
- 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.
- 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.
- Court experience is preferred.

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 Tara_Boudreaux@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 Specialist via return email. The deadline for submitting application packets is June 8, 2026, 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.