



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*

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT WESTERN DISTRICT OF LOUISIANA

Position:	Deputy Clerk-in-Charge
Vacancy Number:	25-WDLA-06
Classification Level:	CL 28
Salary Range:	\$70,894 - \$115,213 (starting salary depending on experience & qualifications)
Duty Station:	Lake Charles Division
Opening Date:	September 15, 2025
Closing Date:	October 17, 2025 (5:00 p.m. CST)

The Office of the Clerk of Court for the United States District Court, Western District of Louisiana, is a career-oriented organization committed to the superior and efficient support to the federal judiciary, litigants, and the general public in the just and speedy resolution of civil and criminal actions.

The Office of the Clerk of Court is seeking applicants for the position of Deputy Clerk-in-Charge of the Lake Charles Division. The Deputy Clerk-in-Charge supervises, assigns, directs, and plans the work of supporting staff, and is also responsible for their training, development, and evaluation. The Deputy Clerk-in-Charge is responsible for the development, implementation, and refinement of office policies, procedures, and programs. Additionally, this position is responsible for providing courtroom deputy services to the judiciary, to include, managing the judge's caseload, scheduling, attending, and documenting court proceedings, and processing and issuing orders. This position reports directly to the Chief Deputy Clerk of Court and currently supervises a staff of three deputy clerks.

REPRESENTATIVE DUTIES:

- Responsible for management of the divisional office and staff.
- Assigns, directs and plans the work of intake, docket and courtroom deputies. Plans, coordinates, and schedules work operations.
- Recommends personnel actions, such as selections, promotions, reassignments, disciplinary actions and separations.
- Serves as liaison with the judiciary, the bar, the public and other agencies regarding operating procedures, planning, facilities, and other areas as assigned.
- Assists in the development, implementation and evaluation of goals, policies, and procedures in the areas of case flow management, jury management, records management, and courtroom services.
- In coordination with operations and training staff, oversees training and development of intake, docket and courtroom deputy clerks, including CM/ECF, case management and courtroom procedures. Provides information and guidance to staff on office policies, procedures, rules and compliance requirements.
- Monitors time and attendance of the Clerk's Office staff in the Lake Charles Division. Approves leave requests, certifies time, and prepares biweekly time and attendance reports.
- Ensures the timely preparation and submission of employee appraisals in accordance with policy.
- Acts as jury administrator for the Divisional Office.

- Administers trial operations and support of an electronic-based evidence display and sound system installed in the courtroom, to include the technical aspects of said equipment.
- Attends court proceedings and conferences. Assists with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring the presence of all necessary participants, and managing exhibits. Takes notes of proceedings and rulings and prepares minutes, judgments and orders for the judge's signature.
- Manages judge's cases by: calendaring and regulating their movement; monitoring filing of pertinent documents and timely responses to judicial orders; and setting dates and times for hearings, trials, and conferences. Keeps judge and immediate staff informed of case progress.
- Performs all other duties as assigned.

QUALIFICATIONS:

A minimum of six years of progressively responsible administrative and managerial experience, three of which must be specialized experience, (experience that provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of management), and at least one of which must be equivalent to work at the CL-27. Excellent leadership and human relations skills; the ability to exercise sound judgment; and a thorough knowledge of the concepts, principles, policies and theories of management and strong computer skills.

PREFERRED QUALIFICATIONS:

- Completion of a bachelor's degree is highly preferred.
- Federal court knowledge; experience in a CM/ECF or an electronic media environment; proven ability to assume and delegate responsibility; proven ability to manage and work with staff, management, the public, and bar; knowledge and ability to organize, oversee, and complete projects; extremely detail-oriented and organized; strong leadership skills and the ability to effectively coach, develop, direct and manage a skilled service-oriented team.

REQUIRED CLEARANCES:

This position is classified as a non-executive, high-sensitive position within the judiciary. The successful applicant will be required to submit to a mandatory background investigation (including references, criminal history/fingerprinting, and credit history). Employment will be considered provisional pending the successful completion of the investigation. Retention will depend upon a favorable suitability determination of the 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>)

- (5) Narrative statement that addresses qualifications, relevant experience and management style or philosophy
- (6) Example of a challenging management issue that you have encountered within the past two years and describe how you dealt with or resolved it.
- 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 Friday, October 17, 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.