



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF LOUISIANA
OFFICE OF THE CLERK**
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WILLIAM W. BLEVINS
CLERK OF COURT

CAROL L. MICHEL
CHIEF DEPUTY

NOTICE OF POSITION VACANCY

POSITION TITLE: CASE ADMINISTRATOR
POSITION LOCATION: NEW ORLEANS, LOUISIANA
VACANCY ANNOUNCEMENT #: 16-DSC-07
OPENING DATE: MONDAY, JUNE 20, 2016
1ST CLOSING DATE: APPLICATIONS RECEIVED BY CLOSE OF BUSINESS, 5:00 PM
CENTRAL/STANDARD TIME, **FRIDAY, JULY 1, 2016** WILL BE CONSIDERED
FOR FIRST REVIEW OR UNTIL FILLED. (**MORE THAN ONE POSITION MAY BE
FILLED FROM THIS VACANCY ANNOUNCEMENT**).
JOB CLASSIFICATION/GRADE: CL-25
SALARY RANGE: \$39,171 - \$63,664 (DEPENDING ON QUALIFICATIONS AND EXPERIENCE)

POSITION OVERVIEW

The United States District Court for the Eastern District of Louisiana is seeking qualified applicants for the full-time permanent position of Case Administrator. This position performs a variety of functions to support the Court and serve the bar and the public. The Case Administrator will be responsible for the case management of and courtroom proceedings for all civil and criminal cases assigned. The Case Administrator is responsible for ensuring cases proceed smoothly and efficiently.

REPRESENTATIVE DUTIES:

- Makes summary entries of all civil and criminal documents and proceedings on the docket. This includes, but is not limited to, such things as pleadings, petitions, motions, complaints, minute entries, and orders. In consolidated cases, makes summary entries in the master case and all applicable member cases. Also docketed in Multi District Litigation (MDL) cases.
- Utilizes the Case Management/Electronic Filing System (CM/ECF) system to docket documents, orders, and judgments in accordance with specified docketing procedures, and to run a variety of reports.
- Reviews all electronically filed civil and criminal documents using system generated reports to ensure compliance with the FRCP and FRCrP and Court's Local Rules. Notifies attorneys of errors and deficient filings. Verifies that motions are set before the appropriate judicial officer (i.e., disposition motions – District Judge, discovery motions – Magistrate Judges) and makes applicable modifications.

- Assists in case management by ensuring that all automated entries are appropriately linked for proper case management by case managers and chambers.
- Scans, docketed and maintains the confidentiality of sealed documents.
- Assists chambers staff with case management and resolving problem issues.
- Answers numerous in-person and telephone inquiries, including inquiries from the CM/ECF Help Desk, by furnishing information on a wide variety of topics, such as case status and assistance with the electronic filing of documents.
- Reviews all orders signed by the District or Magistrate Judges to ensure that the correct process and procedure is followed.
- Opens civil and criminal cases upon receipt of initiating documents, such as complaints, notices of removal, petitions for writ of habeas corpus, indictments, etc. Enters the statistical opening information into the automated system for accurately reporting cases to the AO.
- Retrieves and makes copies of documents or other court forms for court personnel, attorneys, and others.
- Monitors the Deficiency Remedy Report to ensure that all deficiencies have been remedied. Notifies case managers if the deficiencies are not remedied.
- Verifies attorney's authority to practice in this court and notifies the attorney maintenance clerk of any discrepancies.
- Issues summons for complaints, amended complaints, etc. Issues warrants of arrest of vessels, writs of garnishment and other process to various parties pursuant to court orders. Also issues warrants of arrest and summons in criminal cases.
- Scans and converts documents for parties, attorneys, other court agencies and the public.
- Processes print jobs that are generated for parties and attorneys who do not receive court notices via email by mailing via U. S. Postal Service.
- Reports all Copyright, Patent and Trademarks cases to the appropriate office. Notifies the Social Security Administration of court ordered remands in cases reviewing the decision of the SSA.
- Electronically transfers civil cases to other U. S. District Courts.
- Works with chambers and supervisors to process orders efficiently. Provides back up coverage for other case administrators and other units as required.

MINIMUM QUALIFICATIONS:

One year of specialized experience equivalent to a CL-24. **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. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

PREFERRED QUALIFICATIONS:

This position involves communication by phone, by email, and in person with the public, chambers staff, and other court users. The ability to communicate courteously, patiently, respectfully, and accurately is required.

Applicants must possess excellent computer and typing skills including skills in word processing, scanning and uploading PDF documents, email, and web browsers. Position encompasses a great deal of responsibility and requires a mature, self-motivated person with a professional attitude. Applicant must also demonstrate excellent organizational skills and

skills in prioritizing tasks and work assignments. The ability to analyze a variety of legal documents to determine compliance with rules, regulations, and procedures is required. This position involves processing a high volume of documents on a daily basis. The ability to prioritize a number of required tasks and to work as part of a team to meet the needs of the court as a whole is necessary. Good knowledge of language usage, grammar, and spelling is required.

A Bachelor's Degree and/or completion of a paralegal certificate is preferred. Prior experience with a court or law office is also preferred.

BENEFITS:

Employees of the United States District Court are at will employees, are not subject to regulations of the Civil Service Commission, and do not qualify for Merit System Board protections. However, under the Judicial System they are entitled to the same benefits as other federal government employees. Some of the benefits are:

- During the first three years of full-time employment, employees receive 13 days of paid vacation. Thereafter, between 20-26 days of paid vacation depending upon the length of federal service.
- Employees receive 13 days of paid sick leave (unlimited accumulation) and ten (10) paid federal holidays a year.
- Subsidized medical coverage with pre-tax employee premiums and flexible benefits program for health care, dependent care and commuter/parking expenses.
- Eligibility for Group Life Insurance, Long Term Disability, and Long Term Care coverage.
- Mandatory participation in the Federal Employees Retirement System with employer matching contributions.
- Employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit.
- Promotions are at the discretion of the court based upon job classification, experience and performance.
- When computing employee leave and retirement benefits, time in service with other federal agencies, as well as time for prior military service, is taken into consideration.

*****Eligibility for benefits varies with part-time and/or temporary appointments*****

ADDITIONAL INFORMATION:

The Office of the Clerk provides clerical support and record keeping services to the U. S. District Court for the Eastern District of Louisiana. The Clerk's Office provides both short and long range opportunities for those interested in a service career with the United States Courts.

New Selectees are subject to background check or investigation and subsequent favorable suitability determination, and selectees to high-sensitive positions are subject to updated background investigations every five years.

HOW TO APPLY:

Applicants must be citizens of the United States or be authorized to work in the United States.

Interested candidates should submit a complete applicant's packet which includes:

- A completed AO-078 Federal Judicial Branch Application For Employment
- A letter of interest (cover letter)
- A current/detailed resume

The AO-078 application form can be downloaded from:
http://www.laed.uscourts.gov/sites/default/files/forms/AO_078.pdf

Please reference the vacancy announcement number in your letter of interest. Applications will not be considered complete until all items listed above have been received by Human Resources. All application materials must be submitted **ELECTRONICALLY**.

Please email your complete applicant's packet to: HRAdmin@laed.uscourts.gov

DISCLOSURES:

The United States District Court reserves the right to modify the conditions of this vacancy announcement, and/or fill multiple positions from this vacancy announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior written notice. The United States District Court requires employees to adhere to a Code of Conduct for Judiciary Employees. The Court will not reimburse candidates for travel in connection with the interview or pay for any relocation expenses. Only those interviewed will be notified of the selection outcome. We appreciate your interest in employment with our district.

The United States District Court for the Eastern District of Louisiana is an Equal Opportunity Employer