



**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF LOUISIANA  
OFFICE OF THE CLERK**  
[WWW.LAED.USCOURTS.GOV](http://WWW.LAED.USCOURTS.GOV)

WILLIAM W. BLEVINS  
CLERK OF COURT  
  
CAROL L. MICHEL  
CHIEF DEPUTY

**NOTICE OF POSITION VACANCY**

**POSITION TITLE:** CLERICAL INTERN  
**POSITION LOCATION:** NEW ORLEANS, LOUISIANA  
**VACANCY ANNOUNCEMENT #:** 18-DSC- 13  
**OPENING DATE:** MAY 16, 2018  
**CLOSING DATE:** UNTIL FILLED - More than one internship opportunity may be filled from this vacancy.  
**NOTE:** INTERNSHIP FROM DATE OF APPOINTMENT UNTIL AUGUST 17, 2018, MAY BE EXTENDED WITH THE APPROVAL OF THE CLERK OF COURT  
**JOB CLASSIFICATION/GRADE:** CL-21  
**SALARY RANGE:** \$10.23 - \$12.78/HR BASED ON EXPERIENCE

**POSITION OVERVIEW**

The United States District Court for the Eastern District of Louisiana is seeking qualified applicants for the full-time temporary position of Clerical Intern. The Clerical Intern is located in the Clerk's Office and is responsible for performing a variety of administrative and customer service related support duties throughout the Clerk's Office, as needed.

**REPRESENTATIVE DUTIES:**

- Provides assistance in customer service with such activities as filing, scanning, copying, data entry and answering phones.
- Assist with organizing, removing and inventorying IT equipment.
- Assist with updating IT equipment.
- Set up for court functions for various court units (i.e. set up tables and chairs for functions in court and/or multipurpose room).
- Prepare supply requests and deliver office supplies.
- Provides support to the jury staff with large mailings and juror processing.
- Assists with special projects in any area of the Clerk's Office, as needed.

- Assists HR with directing job candidates to interview locations throughout the court.
- Performs other duties as assigned.

**QUALIFICATIONS:**

**Minimum Qualifications:**

- High school graduation or equivalent

**BENEFITS:**

- This position is paid full-time/term limited, and therefore not eligible for full Federal Employee benefits. The following benefits will be provided:
  - Paid Holidays
  - Direct deposit is required for payment of compensation for employees

**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.

- Employees are required to adhere to the Code of Conduct for Judicial Employees which is available for review upon request. Employees of the United States District Court are at will and can be terminated with or without cause at any time.
- The Eastern District of Louisiana provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case by case basis.

**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 completed application form AO-078 - Federal Judicial Branch Application For Employment.

The AO-078 application form can be downloaded from:  
[http://www.laed.uscourts.gov/sites/default/files/forms/AO\\_078.pdf](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](mailto: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*