

# UNITED STATES DISTRICT COURT MIDDLE DISTRICT OF LOUISIANA



## NOTICE OF VACANCY

*The United States District Court for the Middle District of Louisiana is accepting applications for the position of **Clerk of Court**.*

---

**ANNOUNCEMENT NUMBER:** 14-USDC-1

**LOCATION OF POSITION:** Baton Rouge, Louisiana

**POSITION TITLE:** Clerk of Court, Full-Time Permanent Position (FTP), Excepted Service

**CLASSIFICATION LEVEL:** Judicial Salary Plan, JSP 15 – 17

**SALARY RANGE:** \$113,735 – \$165,300 annually, depending on experience

**OPENING DATE:** Monday, January 6, 2014

**CLOSING DATE:** Sunday, January 26, 2014; 5:00 PM CST

**STARTING DATE:** TBD

*This is a full-time permanent position with promotion potential up to JSP 17 without further competition. Starting salary commensurate with qualifications and salary history.*

### **POSITION OVERVIEW:**

The United States District Court for the Middle District of Louisiana is seeking a senior level executive with expertise as an administrator to serve as the Clerk of Court. The Clerk of Court reports to the District Judges for the Middle District of Louisiana and is under the administrative direction of the Chief U. S. District Judge. The Middle District of Louisiana has three District Judges, two Magistrate Judges, and serves nine surrounding parishes: Ascension, East Baton Rouge, West Baton Rouge, East Feliciana, West Feliciana, Iberville, Livingston, Pointe Coupee, and St. Helena.

As the Court's Court Unit Executive, the Clerk works closely with the Chief Judge assuring that the administrative and operational needs of the Court are effectively and efficiently met. The Clerk is responsible for providing administrative support services in the areas of human resources, automation, space and facilities, records management, civil and criminal case load management, budget, and court staff management. The Clerk serves as the Court's liaison and works cooperatively with federal and local government agencies, bar groups, media representative, and the public. In that capacity, the Clerk of Court is called upon to perform a wide range of duties, some of which are listed below.

### **REPRESENTATIVE DUTIES:**

- Consulting with and making recommendations to the judges regarding court policies and procedures;
- Directing staff responsible for the processing of civil and criminal cases, the issuance of process, and the maintenance of official records in the custody of the court;
- Managing the jury operations of the court and making recommendations as required to improve juror utilization;
- Directing, through subordinate staff, the court's financial service function including purchasing, juror payments, and accounting functions;
- Working with members of the bar and the public to improve the delivery of court services;
- Working with various governmental agencies on a variety of issues necessary to court activities such as data processing, fiscal, and personnel;
- Establishing and continuing maintenance of relationships with the Fifth Circuit Court of Appeals, District Courts of the circuit, the court's standing committees, the practicing bar, and government agencies having business before the court;
- Developing and maintaining a close working relationship with all other Court Unit Executives;
- Hiring and assigning personnel as well as designing and managing training programs;
- Preparing and managing the annual budget;
- Conducting special studies as directed and preparing statistical and narrative reports;
- Managing staff responsible for automation and information technology services, statistical analysis and reporting requirements, inventory control, and human resources management;
- Performs related duties as required by the Court.

### **QUALIFICATIONS:**

- To qualify, the applicant must have a bachelor's degree in business, court administration or other related field from an accredited college or university. A master's degree or relevant post graduate certification may be substituted for two years of general professional experience required below. **A Juris Doctor (J.D.) degree is preferred.**
- Applicants must have a minimum of ten years of progressively responsible administrative experience, in public service or the private sector, which provides a thorough understanding of organizational, procedural, and human aspects of managing an organization. At least three of the ten years experience must have been in a position of substantial management responsibility.
- Experience in the federal judiciary is preferred; particularly, operational knowledge of the Courts and electronic filing, as well as a working knowledge of the Federal Rules of Criminal and Civil Procedure and the Court's Local Rules.
- Applicants must demonstrate a degree of leadership and interpersonal skills necessary to successfully manage a complex organization. Candidates must have the ability to: lead with vision; articulate priorities and manage effectively; sustain a high level of organizational excellence through delegation and a fair system

of accountability; develop and execute strategic plans; foster strong and effective working relationships; integrate current and future technologies; analyze data; and communicate effectively.

- Applicants who have a performance history that demonstrates proven skills in managing limited resources, prioritizing and problem solving, and who have strong organizational, written, and verbal skills are preferred. Excellent academic records, experience in a court environment, a law degree, experience in the practice of law, excellent knowledge of the Civil and Criminal Code, and knowledge of the operation of electronic records systems are also preferred.

**BENEFITS:**

Judiciary employees serve under excepted appointment (not civil service). Employees working at least 20-hours per week or more are eligible for benefits. The generous Federal Employees benefits package includes:

- Social Security and Medicare benefits
- Ten paid Federal holidays
- Paid annual and sick leave
- Retirement benefits under the Federal Employees Retirement System (FERS)
- Tax Deferred Retirement savings and investment under the Thrift Savings Plan (TSP) with employer matching contributions.
- Health benefits under the Federal Employees Health Benefits Program (FEHB)
- Supplemental Dental and Vision Benefits offered through Federal Employees Vision and Dental Plan (FEDVIP)
- Life insurance benefits under the Federal Employees Group Life Insurance Program (FGLI)
- Group Long Term Care Insurance through CNA
- Flexible Benefits Program for Health Care Reimbursement and Child Care Reimbursement
- Federal Employees Group Long Term Disability Program (FGLTD)
- Long Term Care Insurance through the Federal Judiciary or the Office of Personnel Management (OPM)
- Paid on-site assigned parking
- 24-hour fitness facility

**APPLICATION PROCEDURES:**

**Qualified applicants should submit a complete applicant's packet which includes: a letter of interest, a current/detailed resume, AND a completed Application for Judicial Branch Federal Employment (Form AO-78).** Applicant's packets must be received by 5:00 PM CST Sunday, January 26, 2014 to be considered. Applications for Judicial Branch Federal Employment (Form AO-78) may be downloaded from the employment link on our website [www.lamd.uscourts.gov](http://www.lamd.uscourts.gov). **YOU MUST REFERENCE THE ANNOUNCEMENT NUMBER IN YOUR LETTER OF INTEREST.** Applications will not be considered complete until all of the items listed above have been received by Human Resources. Hard copies will not be accepted. Please email or fax your complete applicant's packet to:

humanresources@lamd.uscourts.gov

*(Attachment must be saved as **one** PDF file – Multiple attachments WILL NOT be accepted.)*

**OR**

Attention: Human Resources

Fax: 225.389.3542

**ADDITIONAL INFORMATION:**

Applicants must be United States citizens or eligible to work in the United States. The most qualified applicants may be invited to one (or more) personal interview(s) with the Court. Applicants selected for interviews will be required to travel to the designated location at their own expense. The Court is not authorized to reimburse applicants for travel and/or relocation expenses.

Prior to appointment, the selectee considered for this position is required to undergo a full background investigation (including criminal history and credit history). The selectee may then be appointed provisionally, and retention will depend upon a favorable suitability determination of a high-sensitive FBI background investigation. The selectee will be subject to updated background investigations every five years.

The Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Employees of the United States Courts are NOT included in the government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees depending on the appointment type. Employees who work at the Court are considered at-will and work at the pleasure of the Court. This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net earnings.

The Court has the right to modify the conditions of this vacancy announcement, withdraw the announcement, or fill the position at any time before the closing date, any of which may occur without prior written notice. The selectee will be subject to a one year probationary period.

The Court provides reasonable accommodations to applicants with disabilities in accordance with the American with Disabilities Act. If you need a reasonable accommodation, please notify human resources at [humanresources@lamd.uscourts.gov](mailto:humanresources@lamd.uscourts.gov). The decision on granting reasonable accommodations will be made on a case by case basis.

The United States District Court for the Middle District of Louisiana is an Equal Opportunity Employer and values diversity in the work place.