

# 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 **Judicial Assistant** to Honorable John W. deGravelles, United States District Judge.*

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**ANNOUNCEMENT NUMBER:** 14-USDC-2

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

**POSITION TITLE:** Judicial Assistant, Full-Time Permanent Position (FTP), Excepted Service

**CLASSIFICATION LEVEL:** Judicial Salary Plan, JSP 9 – 11

**SALARY RANGE:** \$47,923 - \$75,376 annually, depending on experience

**OPENING DATE:** Friday, July 25, 2014

**CLOSING DATE:** Thursday, August 7, 2014, 5:00 PM (noon) CST

**STARTING DATE:** TBD

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★ *Starting salary commensurate with experience. This position has promotion potential to the JSP 11 without further competition.*

### **POSITION OVERVIEW:**

The United States District Court for the Middle District of Louisiana is seeking qualified applicants for the full-time position of Judicial Assistant to a United States District Judge John W. deGravelles. This is an executive administrative position with responsibility for office management, organizing office workload, and screening requests and materials for the judge. The Judicial Assistant will perform and/or be responsible for the following duties:

- Receive, screen, and refer telephone and in-person callers; screen incoming and outgoing mail, electronic or paper, and route to appropriate destination.
- Manage chambers case management system and work flow as well as the judge's calendar.
- Prepare travel itineraries, arrangements, and vouchers.
- Organize and maintain the filing system of cases and correspondence.
- Prepare and/or edit legal documents, correspondence, memoranda, agendas for meetings and conferences, reports and statistics.
- Provide assistance to law clerks by reviewing documents for proper legal form.
- Maintain office supplies and equipment, and handle routine office matters.
- Other duties as assigned.

### **GENERAL INFORMATION:**

- Applicants must be U. S. citizens or eligible to work in the United States.
- Reference and background checks will be conducted on final candidate(s).
- Work may be performed in an office setting and off-site from a remote duty station. Professional/business casual attire is required when work is performed in an office setting.

### **QUALIFICATIONS AND REQUIREMENTS:**

- High school graduate or equivalent.
- Two years general clerical or secretarial experience which provided a good knowledge of office clerical practices such as filing, telephone usage, and typing required.
- Four to six years of specialized experience required. Specialized experience is progressively responsible experience which involved responsibility as the principal office assistant to a supervisor dealing with law-related matters. Specialized experience should include at least one year of experience at or equivalent to the next grade below the grade of the position for which the person is being considered.
- Prior experience in a legal or court environment preferred.
- Excellent communication skills (both verbal and written), computer skills, organizational skills, and interpersonal skills required.
- Proficiency in Word required. Familiarity with Lotus Notes and electronic case filing, especially the CM/ECF (Case Management/Electronic Case Files) system, desired.
- Consummate professionalism, discretion, and integrity required. Must be able to manage multiple priorities with conflicting deadlines.

### **BENEFITS:**

Judiciary employees serve under excepted appointment (not civil service). This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net earnings. The generous Federal benefits package includes:

- Ten (10) paid Federal holidays
- Paid annual and sick leave
- Retirement benefits under the Federal Employees Retirement System (FERS)
- Tax Deferred Retirement savings and investment plan under Thrift Savings Plan (TSP) with employer matching contributions.

- Health benefits under the Federal Employees Health Benefits Program (FEHB)
- Supplemental Dental/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:**

**Applicants should submit complete applicant's packet which includes: a letter of interest (*not to exceed one page*) AND a completed Application for Judicial Branch Federal Employment (Form AO-78).** Applicant's packets must be received by 5:00 PM CST on Thursday, August 7, 2014 to be considered. Applications for Judicial Branch Federal Employment (Form AO-78) may be downloaded from our website [www.lamd.uscourts.gov/employment](http://www.lamd.uscourts.gov/employment). **YOU MUST REFERENCE THE VACANCY 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](mailto:humanresources@lamd.uscourts.gov)

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

**OR**

Attention: Human Resources; 225.389.3542

**ADDITIONAL INFORMATION:**

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. All applicants who participate in the interview process will receive a written response if they are not selected. **Please do not inquire about the status of your application.** Prior to appointment, the selectee considered for this position is required to undergo a FBI Background Check and Investigation. The selectee may then be appointed provisionally, and retention will depend upon a favorable suitability determination of the background investigation.

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.

The U. S. District 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 incumbent will be subject to a one year probationary period for this position.

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. 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.