

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 [Executive Assistant](#).

ANNOUNCEMENT NUMBER: 15-USDC-2

LOCATION OF POSITION: Baton Rouge, Louisiana

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

CLASSIFICATION LEVEL: Court Personnel System, CL 24

SALARY RANGE: \$35,055 – \$43,823, depending on experience

OPENING DATE: Monday, February 23, 2015

CLOSING DATE: Sunday, March 8, 2015, 5:00 PM CST

STARTING DATE: TBD

- Starting salary commensurate with experience, qualifications, and salary history.

POSITION OVERVIEW:

The U. S. District Court – Middle District of Louisiana is accepting applicant's packets for the position of Executive Assistant. We are seeking a responsible, dedicated, detail oriented, professional individual with the ability to meet and communicate effectively with a variety of people. Office hours are Monday through Friday, 8:00 AM – 5:00 PM. This position reports directly to the Clerk of Court.

DUTIES AND RESPONSIBILITIES:

- Maintain calendar and schedules for the Clerk and chief deputy. Schedule and confirm executive meetings based on executives' schedules and topic priorities. Prepare executive correspondence, legal documents, and other materials, from dictation, rough copy, or own notes, for review and signature. Edit materials prepared by others for the Clerk's signature for accuracy, proper grammar, and spelling. Sign routine correspondence, as authorized.
- Coordinate conferences, meetings, and court and judicial ceremonies, including activities such as site planning, logistics, printing, security, refreshments, etc., as applicable. Assist in the preparation of agendas; act as secretary for meetings, preparing materials, taking and distributing minutes of proceedings, some of which may include information of a confidential or sensitive nature.
- Disseminate communications to appropriate managers, executives, and peers and follow up on action items to ensure a comprehensive and coordinated response.
- Arrange travel, and prepare travel vouchers for Clerk and professional staff in accordance with policies and regulations.
- Receive, screen, and refer telephone calls and personal visitors. Answer routine inquiries and provide assistance to the public, judges and their staff, other court support units, other courts, members of the bar, and the media, as authorized, maintaining the confidentiality of sensitive matters. Research inquiries and develop responses for the Clerk and Chief Deputy and/or respond directly, as delegated.
- Schedule appointments for the Clerk and managers, arrange meetings, and maintain Clerk's calendar and conference room calendar.
- Review and organize the Clerk's incoming mail and route applicable correspondence to appropriate managers/departments for handling. Receive, screen, and route incoming mail to appropriate persons or offices. Prioritize and route all internal communications throughout the court unit as appropriate. Process outgoing mail, including mail requiring special handling. Assist with maintaining and updating the office's website by contributing content and design assistance.
- Coordinate all general activities in the immediate office, including arranging for equipment maintenance and ordering supplies. Serve as liaison to the General Service Administration building manager's office for physical needs of the office (heating, cooling, lighting, cleaning, etc.). Backup to the facilities manager for making such reports received from other offices within the unit.
- Submit requests on behalf of the Clerk for supplies, repairs, and automation help desk.
- Perform 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 the final candidate(s).
- Work is performed in an office setting. Professional/business casual attire is required.

QUALIFICATIONS AND REQUIREMENTS:

To qualify for the position of Executive Assistant, applicant must have a high school diploma or equivalent. The applicant must possess exceptional computer skills and the ability to analyze work processes. Knowledge of secretarial and administrative principles, practices, and methods is necessary. The applicant must recognize administrative issues and suggest possible alternatives. Skill in assisting with planning and organizing meetings, conference, and events is necessary. The applicant must be able to follow detailed instructions, organizing his/her own work, and multitask. Additionally, specialized court experience is required as stated in the chart below.

Level	Minimum Experience
CL 24	One year of specialized experience equivalent to work at CL 23

Specialized experience: 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.

Educational Substitution: Education may not be substituted for specialized experience because operational court support positions require hands-on experience to be credited as specialized experience.

DESIRED QUALIFICATIONS:

A college degree in a business related field, higher education courses, and/or experience in a court/legal environment is 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:

- Ten (10) paid Federal holidays
- Paid annual and sick leave
- Retirement benefits under the Federal Employees Retirement System (FERS/FRAE)
- Traditional and Roth 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 & 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 Dependent Care Reimbursement
- Long Term Care Insurance through the Federal Judiciary or the Office of Personnel Management (OPM)
- Paid on-site assigned parking
- 24-hour fitness facility

This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net earnings.

APPLICATION PROCEDURES:

Qualified applicants should submit a complete applicant's packet which includes: a letter of interest, a current/detailed resume, three references, AND a completed Application for Judicial Branch Federal Employment (Form AO-78). Applicant's packets must be received by 5:00 PM CST Sunday, March 8, 2015 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. **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 number 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 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. Multiple vacancies may be filled from this announcement. The incumbent(s) 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.