

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 **Courtroom Deputy** to Honorable Erin Wilder-Doomes, United States Magistrate Judge.*

ANNOUNCEMENT NUMBER: 15-USDC-8

LOCATION OF POSITION: Baton Rouge, Louisiana

POSITION TITLE: Courtroom Deputy, Full-Time Permanent Position (FTP), Excepted Service

CLASSIFICATION LEVEL: Court Personnel System, CL 25 – 27

SALARY RANGE: \$38,704 – \$76,152 annually, depending on experience

OPENING DATE: Monday, December 14, 2015

CLOSING DATE: Tuesday, December 29, 2015, 5:00 PM CST

STARTING DATE: Anticipated January 2016

- ★ *This position will begin as a full-time provisional appointment pending confirmation of the new judge. If applicable, the selected applicant's position and classification level will not change until the new judge has been confirmed. If the new judge is not confirmed, a new application process will follow.*
 - ★ *Once the new judge is confirmed this position will become a full-time permanent position with promotion potential up to a classification level 27 without further competition.*
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POSITION OVERVIEW:

The United States District Court for the Middle District of Louisiana is accepting applications for the position of U.S. Magistrate Judge Courtroom Deputy. This position is located in the chambers of a U.S. Magistrate Judge and is on the staff of the Clerk of Court's office. The applicant will manage the judge's caseload and provides courtroom and other assistance through management of court calendars, attending court proceedings, recording pertinent results for minutes and drafting judgments. The Courtroom Deputy will perform and/or be responsible for the following duties:

- Manages judge's cases by calendaring and regulating their movement; managing pending motion lists; monitoring filing of pertinent documents and timely responses to judicial orders; and setting dates and times for hearings, trials, and conferences. Keeps judge and immediate staff informed of case progress.
- Reviews information relating to pending cases to ensure that all record and reference material are available for use by the judge and counsel.
- Attends court sessions and conferences. Assists with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring presence of all necessary participants, and managing exhibits. Takes notes of proceedings and rulings and prepares minute entries. Drafts judgments for judge's approval.
- Acts as a liaison among the clerk's office, the bar, and the judge to ensure that cases proceed smoothly and efficiently. Serves as a primary source of information on scheduling conferences, hearing, trials, and other case processes.
- 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 will be performed in an office setting. Professional/business casual attire is required.

REQUIRED QUALIFICATIONS:

To qualify for the position of Courtroom Deputy, an applicant must have good knowledge of applicable procedural rules and proficiency in use of the integrated Case Management System docketing procedures. The position also requires an ability to communicate information accurately and in a timely manner, and the ability to handle multiple workload demands.

APPLICATION PROCEDURES:

Qualified applicants should submit a brief letter of interest (not to exceed one page) and current resume to Human Resources. External applicants should also submit an Application for Judicial Branch Federal Employment (Form AO-78). The applicant's packet must be received by 5:00 PM CST on Tuesday, December 29, 2015 to be considered. Applications for Judicial Branch Federal Employment (Form AO-78) may be downloaded from our website www.lamd.uscourts.gov/employment. **YOU MUST REFERENCE THE VACANCY ANNOUNCEMENT NUMBER IN YOUR LETTER OF INTEREST.** The applicant's packet will not be considered complete until all of the items listed above have been received by Human Resources. 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; 225.389.3542

ADDITIONAL INFORMATION:

Applicants must be U. S. 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. 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 investigation. Unsatisfactory results may result in termination of employment.

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. The incumbent 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. 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.