

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 a United States District Judge.*

ANNOUNCEMENT NUMBER: 22-USDC-2

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: \$43,767 – \$66,214 annually, depending on experience

OPENING DATE: Thursday, January 20, 2022

CLOSING DATE: Friday, February 4, 2022, 12:00 PM CST

STARTING DATE: TBD

- ★ *This position has promotion potential up to a classification level 27 without further competition.*
 - ★ *Starting salary commensurate with experience. Salary placement may be higher with previous work experience in the federal judiciary as a Courtroom Deputy.*
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POSITION OVERVIEW:

The United States District Court for the Middle District of Louisiana is accepting applications for the position of Courtroom Deputy. This position is located in the chambers of a U. S. District Judge and is on the staff of the Clerk of Court's office. The incumbent manages the judges' caseload and provides courtroom and other assistance through management of court calendars, attending court proceedings, recording pertinent results for minutes and drafting judgments. This position is also an executive administrative position with responsibility for office management, organizing office workload, and screening requests and materials for the judge. 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.
- 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 workflow 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.
- Aid 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 United States 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 or courtroom setting and off-site from a remote duty station. Professional/business casual attire is required when work is performed in an office or courtroom setting. Per Administrative Order 2021-7 all employees must be "fully vaccinated" against the COVID-19 virus (unless the Court has granted an exemption from this vaccination mandate on medical or religious grounds). "Fully vaccinated" is defined as two weeks after receiving the second dose of a two-dose vaccine (Pfizer or Moderna) or the single-dose vaccine (Johnson & Johnson).

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 clerical 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.
- Ability to communicate (both verbal and written) information accurately and in a timely manner.
- Excellent computer skills, organizational skills, and interpersonal skills required.
- Ability to handle multiple workload demands.
- Proficiency in Word required. Familiarity with Outlook 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.

To qualify for the position of Courtroom Deputy, an applicant must also have good knowledge of applicable procedural rules and proficiency in use of the integrated Case Management System docketing procedures. Preference will be given to applicants with previous federal court experience.

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:

- Eleven paid Federal holidays plus paid annual and sick leave;
- Retirement benefits under the Federal Employees Retirement System (FERS-FRAE);
- Retirement under the Thrift Savings Plan (TSP) with employer matching contributions;
- Health benefits under the Federal Employees Health Benefits Program (FEHB);
- Supplemental Dental & Vision Benefits under the Federal Employees Vision & Dental Plan (FEDVIP);
- Life insurance benefits under the Federal Employees Group Life Insurance Program (FEGLI);
- Flexible Benefits Program for Health Care Reimbursement and Child Care Reimbursement;
- Long Term Care Insurance through the Office of Personnel Management (OPM);
- Paid on-site assigned parking; and
- 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 and a current/detailed resume. External applicants must also submit a completed Application for Judicial Branch Federal Employment (Form AO-78) with their applicant's packet. The applicant's packet must be received by 12:00 PM CST on Friday, February 4, 2022, to be considered. Applications for Judicial Branch Federal Employment (Form AO-78) may be downloaded from the court's website. You must reference the vacancy announcement number in your letter of interest. Applicants' packets 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; 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 if interviewed in person. The Court is not authorized to reimburse applicants for travel and/or relocation expenses. In-person interviews are preferred, but interviews by video conference will be considered upon request. 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 an 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. Multiple vacancies may be filled from this announcement. The incumbent will be subject to a one-year probationary period.

The Court provides reasonable accommodations to applicants with disabilities in accordance with the Americans 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 workplace.