



## NOTICE OF VACANCY

The United States District Court for the Middle District of Louisiana is recruiting for the position of **Case Administrator**.

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**ANNOUNCEMENT NUMBER:** 25-USDC-9

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

**POSITION TITLE:** Case Administrator

**CLASSIFICATION LEVEL:** Court Personnel System CL 24 – 27

**SALARY RANGE:** \$44,259 – \$96,147 annually, depending on experience

**OPENING DATE:** Monday, September 8, 2025

**CLOSING DATE:** Monday, September 22, 2025, 12:00 PM CST

**STARTING DATE:** TBD

- This is a full-time permanent position with promotion potential up to CL 27 without further competition.
- Starting salary commensurate with experience, qualifications, and salary history. Salary placement may be higher with previous work experience in the federal judiciary as a Case Administrator and/or Relief Courtroom Deputy.

### **POSITION OVERVIEW:**

The United States District Court for the Middle District of Louisiana is accepting applications for the position of Case Administrator. The selected candidate will manage the progression of civil and criminal cases and related proceedings from opening to final disposition and will be fully proficient in the administration and maintenance of official case records. This position reports directly to the Director of Operations.

### **DUTIES AND RESPONSIBILITIES:**

- Manage civil and criminal cases from opening to closing. Review, identify, and research the accuracy, timeliness, and quality of data entered into the case record. Make corrections to ensure compliance with local and federal procedures. Ensure all case files and related information are accessible. Perform quality control on entries docketed by attorneys.
- Prepare and analyze required reports, verifying that the data meets quality assurance standards.
- Check for prior or prohibited filings and verify attorneys' authority to practice. Monitor the release of exhibits and sealed documents and verify and issue summons.
- Respond to inquiries regarding case status. Provide information and instruction on electronic case filing (ECF) to external customers. Inform customers of required fees, receive payments, issue receipts, balance the cash drawer at the end of the day, and process credit card payments.
- Open cases in the case management system and docket initial opening events.
- Scan and convert documents filed over the counter into image files. Enter documents and proceedings on the case docket, maintain documents in their appropriate locations, answer phone inquiries related to case status, archive information, and court procedures. Provide forms via mail or email as requested.
- Assist the public with electronic and paper files. Conduct case research as needed, provide archive information for closed cases, and supply file copies upon request.
- Prepare, ship, and retrieve records from the appropriate archive center. Scan, copy, file, pickup, sort, and process mail. Maintain the mail meter and meter log. Receive and stamp incoming documents.
- Record court proceedings, organize exhibits, set up and troubleshoot electronic evidence presentation systems, and assist with the orderly flow of court proceedings, as required, when providing backup coverage.
- Perform other duties or special projects, 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 the final candidate(s). Work is performed in an office or courtroom setting. Professional/business casual attire is required. Some travel may be required.

### **QUALIFICATIONS AND REQUIREMENTS:**

To qualify for the position of Case Administrator, the applicant must have a high school diploma or equivalent. The applicant must possess exceptional computer skills and the ability to analyze work processes. Applicants must be able to pay close attention to detail as this position demands accuracy and quality in all assignments. Applicants must be team players who are dependable, detail oriented, and able to work in a multitasking, fast paced environment. This position encompasses a great deal of responsibility and requires a mature, self-motivated person with a professional attitude. Applicants must possess exceptional communication skills as frequent contact with a wide variety of individuals within and outside the Judiciary is required.

The chart below shows the minimum qualification requirements for each level within the Operational Court Support occupational group.

Level	Minimum Experience
CL 24	1-year of specialized experience equivalent to work at CL 23
CL 25	1-year of specialized experience equivalent to work at CL 24
CL 26	1-year of specialized experience equivalent to work at CL 25
CL 27	2-years of specialized experience equivalent to work at CL 26

General experience: Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the knowledge and skills needed to perform the position's duties.

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. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

Educational substitution: Education above the high school level may be substituted for required general experience based on one academic year (30 semester or 45 quarter hours) equals one year of general experience. 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:**

- Bachelor's degree from an accredited college or university in a business-related field, higher education courses, and/or experience in a court/legal environment is preferred.
- Experience as a Case Administrator and/or Relief Courtroom Deputy for the federal judiciary.
- Understanding of how cases proceed through the court system and possess the skill to determine the appropriate course of action in case administration.
- Knowledge of the rules for accepting documents for filing and requirements for creating statistical and operational reports.
- Familiarity with court calendar, dockets, and docketing requirements is desired.
- Knowledge of local court rules, practices, procedures, and forms, as well as the Federal Rules of Civil and Criminal Procedure.
- Understanding the purpose and format of legal documents and be familiar with the content and purpose of each document or event to make accurate docket entries and take appropriate actions.
- Knowledge and understanding of basic document such as pleadings, legal correspondence, and transcripts is desired.
- Skill in making docket entries, checking for prohibited filings, and identifying unpaid fees on prior filings.

#### **BENEFITS:**

Judiciary employees serve under excepted appointment (not civil service). Employees working at least 20-hours per week, or more are eligible for the following benefits:

- Federal Employees Retirement System (FERS-FRAE) – employee contribution is 4.4% of base pay. Enrollment is automatic upon employment.
- Thrift Savings Plan (TSP) – traditional and/or Roth retirement savings and investment plan with employer matching contributions up to 5% of pay. Enrollment is automatic upon employment.
- Social Security and Medicare benefits

- Eleven paid Federal holidays plus annual and sick leave accruals
- Federal Employees Health Benefits Program (FEHB)
- Federal Employees Group Life Insurance Program (FEGLI)
- Flexible Benefits Program for Health Care Reimbursement (HCRA)
- Flexible Benefit Program for Dependent Care Reimbursement (DCRA)
- Federal Employees Dental and Vision Insurance Program (FEDVIP)
- Paid on-site assigned parking
- Mandatory electronic fund transfer (direct deposit) participation for payment of net earnings
- Premium Payment Plan (PPP)
- 24-hour on-site fitness center

#### **APPLICATION PROCEDURES:**

Qualified applicants should submit a complete applicant's packet by 12:00 PM CST on Monday, September 22, 2025. A complete applicant's packet includes: a letter of interest, a current/detailed resume, a list of three professional references (letters are not required), and a completed Application for Judicial Branch Federal Employment (Form AO-78). Applications for Judicial Branch Federal Employment (Form AO-78) may be downloaded from the Court's website [lamd.uscourts.gov/employment](http://lamd.uscourts.gov/employment). You must reference the vacancy announcement number in your letter of interest. Applicant's packets will not be considered complete until all the required items 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:**

The most qualified applicants may be invited to one (or more) interview(s) with the Court. Applicants will be required to travel to the designated location at their own expense as the Court is not authorized to reimburse 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 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. 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.