

VACANCY ANNOUNCEMENT



UNITED STATES DISTRICT COURT WESTERN DISTRICT OF LOUISIANA

Position Title:	Intake Clerk
Location:	Alexandria Division
Closing Date:	July 14, 2014
Starting Salary/Range:	\$34,703 - \$56,417 (CL 24) <i>Depending upon qualifications and experience</i>

Position Overview:

The United States District Court, Western District of Louisiana is accepting applications for the position of Intake Clerk. This position is located in the Alexandria Division of the Western District of Louisiana.

Responsibilities:

Provides information to court personnel, judges' chambers, and the public. Retrieves and distributes incoming mail. Routes various material to proper offices/persons. Scans documents upon receipt. Collects and receipts for all fees. Certifies name search results found within the court records. Responds to routine Pro Se Correspondence. Fulfills requests for copies, forms, and local rules. Verifies attorneys' authority to practice before the court. Opens new cases upon receipt of initiating documents; and/or, reviews attorneys case opening submissions in CM/ECF for accurateness. Dockets limited entries within CM/ECF. These entries may involve referral of certain motions, generating administrative orders, entry and tracking of specific case opening deadlines. Issues appropriate service of process (civil summons, warrant for arrest of vessels, etc), and forwards same to counsel and/or U.S. Marshal. Reviews filings for compliance with local and federal rules. Performs other duties as assigned.

Qualifications:

Minimum - To qualify, a person must be a high school graduate or equivalent and have one year of specialized experience equivalent to work at the CL 23 level.

Specialized experience is progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws.

Court Preferred Qualifications - College degree, higher education courses and/or prior court/legal experience; knowledge of legal terminology and processes; have light research/analysis capabilities; and progressive clerical experience.

Conditions of Employment:

The successful candidate is subject to a background check or investigation, which includes an FBI fingerprint check as a condition of employment. Employee retention depends upon a favorable suitability determination.

Applicants must be a U.S. citizen or permanently eligible to work in the United States.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

All court employees are required to adhere to a Code of Conduct. Successful completion of a six-month probationary period is required. All U.S. District Court employees are “at will” employees and serve at the pleasure of the Court.

The court cannot reimburse candidates for interview travel or relocation expenses.

The Court will only communicate with those qualified applicants who will be invited for an interview.

The Court reserves the right to modify the conditions of this vacancy announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.

Procedure for Applying:

Qualified applicants should submit **complete** applicant's package which includes: (1) a letter of interest, (2) a current/detailed resume which includes three professional references, and (3) a completed Application for Judicial Branch Employment (Form AO-78). Applicant's packages must be emailed no later than Monday, July 14, 2014 to be considered. Applications for Judicial Branch Federal Employment (Form AO-78) can be downloaded from our website at www.lawd.uscourts.gov. If you fail to provide all of these documents, your application package will be considered incomplete and will not be considered any further. Please email your complete package to: lawd_applications@lawd.uscourts.gov. Attachments must be saved and submitted as **one** (1) PDF file. Multiple attachments WILL NOT BE accepted.

Benefits:

The U.S. District Court offers a generous benefits package which includes:

10 paid federal holidays	Thrift Savings Plan (401k style)
Paid annual and sick leave	Life insurance
Retirement benefits	Long term care
Medical, dental and vision insurance	Total wellness
Health and dependant care reimbursement programs	Workers compensation

*****EQUAL OPPORTUNITY EMPLOYER*****