



TONY R. MOORE
Clerk of Court

Alexandria Division
515 Murray St., Suite 105
Alexandria, La 71301

Lafayette Division
800 Lafayette St., Suite 2100
Lafayette, La 70501

Lake Charles Division
611 Broad St., Suite 188
Lake Charles, La 70601
(Currently not accessible due to
Hurricane Laura damage)

Monroe Division
201 Jackson St., Suite 215
Monroe, La 71201

Shreveport Division
300 Fannin St., Suite 1167
Shreveport, La 71101

Website:
www.lawd.uscourts.gov

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT WESTERN DISTRICT OF LOUISIANA

Position: Case Administrator I
Vacancy Number: 21-WDLA-4
Classification Level: CL 24
Salary Range: \$38,694 - \$62,904 (Starting salary depending on experience and qualifications)
Duty Station: Lafayette
Opening Date: October 4, 2021
Closing Date: October 25, 2021

The Clerk's Office of the United States District Court, Western District of Louisiana is a career-oriented organization focused on providing exceptional service to the court, members of the legal community, and the general public. Currently, we are seeking applicants for a Case Administrator I in the Lafayette Division.

POSITION OVERVIEW

This position is located in the Clerk's Office of the U.S. District Court. The Case Administrator I receives and reviews incoming court documents for conformity with federal and local rules, performs customer service and cashier duties for the purpose of providing procedural information, and collects court fees.

REPRESENTATIVE DUTIES

- Provides exceptional customer service to the public, attorneys and visitors to the court, whether in person or by phone while providing accurate answers to questions regarding procedural, case, or general court information. Direct incoming visitors and route phone calls. Assist the public in the use of computerized databases.
- Retrieve, classify, stamp, and distribute incoming mail. Research and resolve special problems related to case filings, and answer written inquiries. Scan and file case documents. Process documents received from prison facilities. Process copy requests and outgoing mail.
- Inform customers of required fees, log remittances, and issue receipts. Secure funds, balance cash drawer and reconcile transactions, all in accordance with internal controls, policies, and procedures.
- Check for prohibited filings. Verify attorney's authority to practice. Open manually submitted new civil filings in court's electronic filing system, ensuring that statistical information is accurately captured. Assign new case number and docket initial case opening events.
- Perform index and record searches. Maintenance and destruction of court files in accordance with established procedures.
- Handle jury matters including but not limited to respond to juror inquiries, maintain juror demographic and other information on juror candidates, check in jurors, enter attendance and expense reimbursement information into the Juror Management System, and maintain the inbound/outbound telephone voice response system for summoned jurors.
- Certify court documents. Issue process of service such as summonses, subpoenas, writs and the like upon request.
- May participate in training new staff members.
- Some travel is required.
- Perform other duties as assigned.

*The United States District Court is
an equal opportunity employer.*

QUALIFICATIONS

- High school diploma or equivalent and a minimum of two (2) years of progressively responsible administrative, technical, or professional experience.
- Proven experience in handling multiple priorities, including interruptions and occasionally stressful situations, while maintaining a high level of concentration, accuracy, and attention to detail.
- Ability to communicate information clearly and professionally with a wide-ranging constituency, from federal judges, attorneys and court personnel to pro se litigants.
- Ability to function collaboratively within a team environment, along with the ability to work without constant and direct supervision. Demonstrate flexibility and cooperation with an array of co-workers.
- Ability to maintain confidentiality and demonstrate sound judgment with a strong sense of personal and professional integrity.
- Ability to learn on the job from context and documentation.
- General computer skills, along with the ability to operate a variety of scanning/copying, records, and mail equipment. Proficiency with computer software in a Windows environment, including Microsoft Word.
- Excellent customer service skills.
- Ability to function in an environment where attention to detail and timeliness are mission-critical.

REQUIRED CLEARANCES

This position is classified as a sensitive position; therefore, the successful candidate will be required to submit to a background clearance, which will include a criminal history and fingerprint check. Employment will be contingent upon a favorable response from this investigation.

HOW TO APPLY

It is recommended that applications be submitted as soon as possible. To ensure consideration, promptly submit *one of each* of the following *combined* into a **single pdf** document:

- (1) letter of interest;
- (2) current resume;
- (3) list of three professional references with current contact information; and
- (4) completed and signed “AO 78, Application for Federal Judicial Branch Employment” (form can be obtained at <http://www.uscourts.gov/forms/AO078.pdf>).

Application packages must be emailed to: lawd_applications@lawd.uscourts.gov and will not be considered complete unless **all** items have been received by Human Resources. Incomplete application packets will disqualify an applicant from further consideration. Receipt will be acknowledged by the Human Resources Manager by return email. The deadline for submitting application packets is **Monday, October 25, 2021 at 5:00 p.m.**

ADDITIONAL INFORMATION

A generous federal benefits package is offered. For more detailed information about federal court benefits, go to: <https://www.uscourts.gov/careers/benefits>.

Applicants must be U.S. Citizens or eligible to work in the United States.

Applicants selected for interviews may 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.

The court requires employees to adhere to the *Code of Conduct for Judicial Employees*. For more information, please go to: <https://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct-judicial-employees>.

The incumbent will be subject to a six-month probationary period.

All employees of the court are “excepted service” appointments. Excepted service appointments are “at will” and serve at the pleasure of the court.

This position is subject to mandatory electronic funds transfer (direct deposit) of federal wages for court employees.

The court has a right to modify the conditions of this 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 U.S. District Court for the Western District of Louisiana is an Equal Opportunity Employer and values diversity in the workplace.