



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

Positions: Case Administrator I & II
Vacancy Number: 21-WDLA-5
Salary Range – Case Administrator I – CL 24 (\$38,694 - \$62,904)
Case Administrator II – CL 25 (\$42,747 - \$69,462)
Starting salary will depend upon experience and qualifications.
Multiple positions may be filled from this vacancy announcement.
Duty Station: Shreveport
Full-time Permanent
Opening Date: October 5, 2021
Closing Date: October 26, 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 Case Administrator I and II positions in the Shreveport Division.

REPRESENTATIVE DUTIES - CASE ADMINISTRATOR I

- Provides exceptional customer service to the public, attorneys, and visitors of 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. Answer written inquiries. Scan and file case documents. Process documents received via e-mail from prison facilities. Process form and copy requests. May retrieve noticeable court instruments from printer and prepare for mailing to attorneys and litigants. May process outgoing mail.
- Inform customers of required fees, log remittances, and issue receipts. Secure funds, process credit card payments, 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. Locate, request, retrieve, and return records from Federal Records Center.
- Certify court documents. Issue process 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.

REPRESENTATIVE DUTIES – CASE ADMINISTRATOR II

- Receives and reviews incoming documents via traditional and electronic media to determine conformity with appropriate rules, practices, and/or court requirements.
- Answers inquiries on procedures and status of cases, including help desk support of attorneys in the electronic filing system.
- Makes summary entries of documents and proceedings in the electronic filing system.
- Conducts thorough quality control of automated entries, ensuring appropriate scanning and for proper linking of documents.
- Prepares and transmits to appropriate parties such items as notices, judgements, and orders.
- Answers inquiries from judges, chambers staff, members of the bar, and the public.
- Closes civil cases upon receipt of terminating documents.

QUALIFICATIONS

- High school diploma or equivalent, two years of general experience, and a minimum of one year of specialized experience.
- Ability to work independently with minimal supervision and to function effectively as part of a team.
- Strong organizational skills and the ability to function as a team player in a fast-paced, team-oriented office environment, and the ability to handle multiple assignments with frequent interruptions.
- Ability to communicate effectively.
- Ability to interact effectively and appropriately with the public, providing customer service and resolving difficulties while complying with regulations, rules, and procedures.
- Ability to effectively meet and serve the public and possess tact, good judgment, and initiative.
- Excellent computer skills and ability to work with a variety of programs and applications.
- Ability to manage multiple tasks and priorities and adhere to strict deadlines. Accuracy and attention to detail required.
- Ability to maintain confidentiality and use sound judgment.
- Exhibit the highest standards of excellence, integrity, and customer service.
- Ability to display at all times and to all persons, a courteous, professional, and cooperative attitude.

General experience means progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

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

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 the Human Resources Department, 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 **Tuesday, October 26, 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.