



UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF LOUISIANA

NOTICE OF CAREER OPPORTUNITY

<u>Position Title:</u>	CLERK OF COURT
<u>Salary Range:</u>	\$133,389 - \$165,300 (JSP 16 - 17)
<u>Position Location:</u>	New Orleans, Louisiana
<u>Opening Date:</u>	October 22, 2012
<u>Closing Date:</u>	November 30, 2012

Position Summary:

The clerk of court is appointed by the judges of the Eastern District of Louisiana to serve as the court's chief executive officer, responsible for the effective operation of the district court and the many constituencies it serves. In that capacity, the clerk is called upon to perform a wide range of duties, some of which are set out below. This is a regular full-time position.

This position is available on May 5, 2013.

Position Duties:

- Consulting with and making recommendations to the judges regarding court policies and procedures;
- Directing staff responsible for the processing of civil and criminal cases, the issuance of process and the maintenance of official records in the custody of the court;
- Managing the jury operations of the court and making recommendations as required to improve juror utilization; and,
- Directing through subordinate staff the court's financial service function including purchasing, juror payments, and accounting functions;
- Working with members of the bar and the public to improve the delivery of court services;
- Working with various governmental agencies on a variety of issues necessary to court activities such as data processing, fiscal and personnel;
- Establishment and continuing maintenance of relationships with the Fifth Circuit Court of Appeals, district courts of the circuit, the court's standing committees, the practicing bar and government agencies having business before the court;
- The incumbent is expected to develop and maintain a close working relationship with all other court unit heads;
- Hiring and assigning personnel as well as designing and managing training programs;
- Preparing and managing the annual budget;
- Conducting special studies as directed and preparing statistical and narrative reports;
- Managing staff responsible for automation and information technology services, statistical analysis and reporting requirements, inventory control, and human resources management.

Qualifications:

To qualify, candidates must have a bachelor's degree in a related field from an accredited college or university. A master's degree or relevant post graduate certification, may be substituted for two (2) years of general professional experience required below. **A Juris Doctor (J.D.) degree is preferred.**

Candidates must have a minimum of ten (10) years of progressively responsible administrative experience in public service or the private sector which provides a thorough understanding of organizational, procedural and human aspects of managing an organization. At least three (3) of the ten years experience must have been in a position of substantial management responsibility.

Experience in the federal judiciary is preferred; particularly, operational knowledge of the courts and electronic filing as well as a working knowledge of the Federal Rules of Criminal and Civil Procedure and the Court's Local Rules .

Candidates must demonstrate the degree of leadership and interpersonal skills necessary to successfully manage a complex organization. Candidates must have the ability to: (1) lead with vision; (2) articulate priorities and manage effectively; (3) sustain a high level of organizational excellence through delegation and a fair system of accountability; (4) develop and execute strategic plans; (5) foster strong and effective working relationships; (6) integrate current and future technologies; (7) analyze data; and (8) communicate effectively.

Prospective candidates who have a performance history that demonstrates proven skills in managing limited resources, prioritizing and problem solving, and who have strong organizational and written and verbal skills are preferred. Excellent academic records, experience in a court environment, a law degree, experience in the practice of law, excellent knowledge of the Civil and Criminal Code, and knowledge of the operation of electronic records systems are also preferred.

Conditions of Employment:

Employees of the United States Courts are not included in the government's Civil Service classification and are considered "at will" employees. They are, however, entitled to the same benefits as other federal employees. Benefits include health insurance, life insurance, retirement, medical/dependent care flex plan, paid holidays and paid leave.

Applicants must be United States citizens or eligible to work in the United States. Employees are required to use Electronic Fund transfer for payroll deposit of net pay. Applicants will be required to submit to a background investigation (including references, criminal history, and credit history) prior to an offer of employment being made. The person selected for this position will also be required to submit fingerprints for an FBI background check. The clerk of court position is an *Executive High-Sensitive Position* within the federal judiciary. Employment will therefore be considered provisional pending the successful completion of a full-field Office of Personnel Management background investigation. The incumbent will be subject to updated background investigations every five years. All employees are required to adhere to the "Code of Conduct for Judicial Employees" which is available for review upon request.

How to Apply:

Qualified persons may submit:

- a letter of application
- current resume'
- completed Application for Judicial Branch Employment, form AO-78 (available at <http://www.uscourts.gov/forms/AO078.pdf>)
- contact information for three (3) professional references

Application material may be submitted via e-mail to HRAdmin@laed.uscourts.gov

OR

to the following address:

U.S. District Court
Eastern District of Louisiana
Attn: Human Resources
500 Poydras Street, Room C-151
New Orleans, LA 70130

The application deadline is November 30, 2012. The court/selection committee will screen applications and will invite a selected group for personal interviews. The final selection will be made by the judges of the court. Candidates for interview will travel at their own expense.

The court reserves the right to modify the conditions of this job announcement.

The United States District Court is an EQUAL OPPORTUNITY EMPLOYER.