



**VACANCY ANNOUNCEMENT
UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF LOUISIANA**

Position: Deputy Clerk Generalist

Starting Salary: \$10.90 to \$13.52 @ hour depending on qualifications and experience

Posting Date: August 25, 2006

Closing Date: Until filled

APPOINTMENT: PART TIME POSITION - 20 HOURS PER WEEK

Duties:

All duties of a deputy clerk of court, as assigned, including: prepare and maintain records of civil and criminal cases and administrative records of the court; prepare statistical reports; issue civil and criminal process in accordance with Federal Rules of Procedure and orders of the court; give notice of orders and judgments issued by the court; certify copies of court records; provide access to records which may require moderate lifting and carrying and provide copies as requested.

Required Knowledge, Skills and Abilities:

- * High school education or higher
- * One year clerical experience or equivalent
- * Proficiency in WordPerfect
- * Read, comprehend and make summary extracts of documents
- * Fast and accurate data entry skills
- * Excellent oral and written communication skills
- * Quick and efficient processing of large quantity of work with a meticulous attention to detail
- * Demonstrated ability to work as a team member to achieve a common goal
- * General automation and technology proficiency with a working knowledge of a database application

Application Process:

Interested applicants must submit a cover letter and form AO78, Application for Judicial Branch Federal Employment, to the address listed below. This form can be obtained on the court's website at www.laed.uscourts.gov or at the Office of the Clerk of Court.

U.S. District Court
Eastern District of Louisiana
500 Poydras, Rm. C151
New Orleans, LA 70130

****The U.S. District Court is an Equal Opportunity Employer****

SEE REVERSE SIDE FOR MORE INFORMATION AND EMPLOYEE BENEFITS

EMPLOYEES OF THE CLERK OF THE UNITED STATES DISTRICT COURT ARE NOT SUBJECT TO REGULATIONS OF THE CIVIL SERVICE COMMISSION. HOWEVER, UNDER THE JUDICIAL SYSTEM THEY ARE ENTITLED TO THE SAME BENEFITS AS OTHER FEDERAL GOVERNMENT EMPLOYEES. SOME OF THE BENEFITS ARE:

13 DAYS OF PAID VACATION PER YEAR FOR THE FIRST 3 YEARS OF EMPLOYMENT. THEREAFTER, 20 TO 26 DAYS PER YEAR DEPENDENT UPON LENGTH OF FEDERAL SERVICE.

MANDATORY PARTICIPATION IN THE FEDERAL EMPLOYEES RETIREMENT SYSTEM.

OPTION TO PARTICIPATE IN HEALTH AND LIFE INSURANCE PROGRAMS.

PROMOTIONS ARE AT THE DISCRETION OF THE COURT BASED UPON JOB CLASSIFICATION, EXPERIENCE AND PERFORMANCE.

10 PAID HOLIDAYS PER YEAR.

WHEN COMPUTING EMPLOYEE LEAVE AND RETIREMENT BENEFITS, TIME IN SERVICE WITH OTHER FEDERAL AGENCIES, AS WELL AS TIME FOR PRIOR MILITARY SERVICE IS TAKEN INTO CONSIDERATION.

ELIGIBILITY FOR BENEFITS VARIES WITH PART-TIME AND/OR TEMPORARY APPOINTMENTS.

THE OFFICE OF THE CLERK PROVIDES CLERICAL SUPPORT AND RECORD KEEPING SERVICES TO THE U.S. DISTRICT COURT FOR THE EASTERN DISTRICT OF LOUISIANA. THE CLERK'S OFFICE PROVIDES BOTH SHORT AND LONG RANGE OPPORTUNITIES FOR THOSE INTERESTED IN A SERVICE CAREER WITH THE UNITED STATES COURTS.

PLEASE NOTE: DUE TO THE GREAT NUMBER OF APPLICATIONS GENERALLY RECEIVED FOR POSITION VACANCIES, WE REGRET THAT ONLY THOSE APPLICANTS INTERVIEWED WILL BE NOTIFIED OF OUR HIRING DECISION.

THIS POSITION IS SUBJECT TO MANDATORY ELECTRONIC FUNDS TRANSFER PROGRAM PARTICIPATION FOR PAYMENT OF NET PAY.

EMPLOYMENT SUBJECT TO SATISFACTORY CRIMINAL BACKGROUND CHECK.