



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

**Position:** Deputy Clerk Generalist

**Starting Salary:** \$28,095 to \$34,824 depending on qualifications and experience

**Posting Date:** August 24, 2006

**Closing Date:** Until filled

**Duties:**

All duties of a deputy clerk of court, as assigned, including: support the court unit in procuring supplies, equipment, miscellaneous services, and furnishings.

**Required Knowledge, Skills and Abilities:**

- \* High school education or higher
- \* One year procurement experience or equivalent in a professional office environment
- \* Proficiency in WordPerfect
- \* 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](http://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.