

UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF LOUISIANA



NOTICE OF VACANCY

*The United States District Court for the Middle District of Louisiana is accepting applications for the position of **Court Attorney**.*

ANNOUNCEMENT NUMBER: 18-USDC-6

LOCATION OF POSITION: Baton Rouge, Louisiana

POSITION TITLE: Court Attorney
Full-Time Temporary Position, Not-to-exceed 09/30/2019

CLASSIFICATION LEVEL: Court Personnel System, CL 27-30

SALARY RANGE: \$48,951 – \$134,048 annually

OPENING DATE: Monday, September 24, 2018

CLOSING DATE: Monday, October 15, 2018 at 2:00 PM CST

STARTING DATE: Thursday, November 1, 2018

- ★ *Salary will commensurate with experience, qualifications, and salary history.*
 - ★ *This position has a not-to-exceed date of 09/30/2019.*
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POSITION OVERVIEW:

The United States District Court for the Middle District of Louisiana is recruiting for the position of Court Attorney. The incumbent of this position will be responsible for providing the court with procedural and substantive legal advice regarding the disposition of cases. The Court Attorney independently conducts legal research, reviews case records/filings, drafts proposed opinions, memorandum decisions, and orders, provides objective advice to Judges, chambers staff and court staff, and provides information to litigants and attorney for litigants. This position is located in the Clerk's office and reports directly to the Chief Deputy. This incumbent will be hired on a temporary basis through the end of fiscal year 2019 (FY19). The position may be extended beyond FY19 based on funding.

DUTIES AND RESPONSIBILITIES:

- Perform initial procedural and substantive review of documents in order to determine proper course of action.
- Perform legal research and analysis; communicate results to Judges orally and in writing.
- Review motions and prepare draft orders and reports, memoranda or opinions resolving the request for relief. Review pleadings or briefs and records in order to draft proposed orders, memorandum, or opinions resolving cases on the merits.
- Present cases and motions to Judges and explain (orally and in writing) the proposed recommendation and any choices to be made.
- Provide procedural information to pro se litigants or counsel by responding to questions.
- Keep up with developments in the law of the circuit and the district court, as well as with evolving legislation.
- Develop specialized expertise in particular areas of the law. Draft reference manuals as necessary.
- Track developments in the law and update legal personnel and judges on those developments.
- Schedule and attend meetings.

QUALIFICATIONS AND REQUIREMENTS:

Applicants must have the ability to analyze complex legal questions and problems, to conduct research of all available sources and provide proposed solutions based on that research, to apply existing or new principles in difficult, challenging or doubtful situations, to organize, plan, solve problems and work independently with little supervision, to work under pressure, to learn diverse procedures and the civil and criminal rules, to work cooperatively with others, including Judges, the public, and colleagues. Applicants must have skill in writing legal memoranda, opinions, orders and other documents and in the oral presentation of complicated legal matters to Judges. Applicants must be hard working and motivated.

Applicants must be United States citizens or eligible to work in the United States. For consideration, applicants must be a law school graduate (or be certified as having completed all law school studies and requirements and merely awaiting conferment of degree) from a law school of recognized standing.

LEGAL WORK EXPERIENCE:

Legal work experience will be considered for determining applicants' ability and pay setting. Legal work experience is progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school. Major or substantial legal activities while in military service may be credited, on a month-for-month basis whether before or after graduation, but not to exceed one year if before graduation. Bar membership is preferred. Past judicial clerkship experience preferred.

BENEFITS:

Employment with the United States District Court offers a generous benefit package, civil and criminal law experience at the federal court level, and an environment providing significant responsibility and challenge. Court Attorneys appointed to term appointments for at least one year and one day are eligible for the following benefits:

- Social Security and Medicare benefits
- Ten paid Federal holidays
- Health benefits under the Federal Employees Health Benefits Program (FEHB)
- Supplemental Dental and Vision Benefits offered through Federal Employees Vision and Dental Plan (FEDVIP)
- Life insurance benefits under the Federal Employees Group Life Insurance Program (FGLI)
- Paid on-site assigned parking
- 24-hour fitness facility

The incumbent for this position is not eligible to participate in the Federal Employees Retirement System (FERS) or Thrift Savings Plan (TSP). This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net earnings.

APPLICATION PROCEDURES:

Qualified applicants should submit a complete applicant's packet which includes: a brief letter of interest outlining qualifications and legal work experience (not to exceed one page), a current/detailed resume, AND a completed Application for Judicial Branch Federal Employment (Form AO-78). The applicant's packet must be received by 2:00 PM CST on Monday, October 15, 2018 to be considered. Applications for Judicial Branch Federal Employment (Form AO-78) may be downloaded from our website www.lamd.uscourts.gov/employment. **YOU MUST REFERENCE THE VACANCY ANNOUNCEMENT NUMBER IN YOUR LETTER OF INTEREST.** Applications will not be considered complete until all of the items listed above have been received by Human Resources. Please email or fax your complete applicant's packet to:

humanresources@lamd.uscourts.gov

*(Attachment must be saved as **one** PDF file – Multiple attachments WILL NOT be accepted.)*

OR

Attention: Human Resources; fax: 225.389.3542

ADDITIONAL INFORMATION:

Applicants must be United States citizens or eligible to work in the United States. The most qualified applicants may be invited to one (or more) personal interview(s) with the Court. Applicants selected for interviews will 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. In-person interviews are preferred, but interviews by videoconference will be considered upon request. All applicants who participate in the interview process will receive a written response if they are not selected. Please do not inquire about the status of your application. Prior to appointment, the selectee considered for this position is required to undergo a FBI background check and investigation. The selectee may then be appointed provisionally, and retention will depend upon a favorable suitability determination of the investigation. Unsatisfactory results may result in termination of employment.

The Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Employees of the United States Courts are NOT included in the government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees depending on the appointment type. Employees who work at the Court are considered at-will and work at the pleasure of the court.

The Court has the right to modify the conditions of this vacancy 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 incumbent will be subject to a one year probationary period.

The Court provides reasonable accommodations to applicants with disabilities in accordance with the American with Disabilities Act. If you need a reasonable accommodation, please notify Human Resources. The decision on granting reasonable accommodations will be made on a case by case basis. The United States District Court for the Middle District of Louisiana is an Equal Opportunity Employer and values diversity in the work place.