

UNITED STATES BANKRUPTCY COURT  
MIDDLE DISTRICT OF LOUISIANA



## NOTICE OF VACANCY

*The United States Bankruptcy Court for the Middle District of Louisiana is accepting applications for the position of **Administrative Support Clerk**.*

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**ANNOUNCEMENT NUMBER:** 24-1

**LOCATION OF POSITION:** Baton Rouge, Louisiana

**POSITION TITLE:** Administrative Support Clerk  
Part-Time - Intermittent/Excepted Service

**CLASSIFICATION LEVEL:** Court Personnel System, Classification Level 23

**SALARY RANGE:** \$39,212-\$63,744, depending on experience

**OPENING DATE:** Friday, May 17, 2024

**CLOSING DATE:** Until Filled (first preference given to applications received by 5/24/2024)

**STARTING DATE:** TBD

- Starting salary commensurate with experience, qualifications, and salary history.

### POSITION OVERVIEW:

The United States Bankruptcy Court for the Middle District of Louisiana is seeking qualified applicants for the part-time position of Administrative Support Clerk. This position performs a variety of functions to support the Court and serve the bar and the public. The Administrative Support Clerk will assist the operations and administrative sections. This position is located in Clerk's Office and reports directly to the Chief Deputy Clerk.

### REPRESENTATIVE DUTIES:

- Perform administrative support duties and perform general office tasks, such as copy, file, and scan documents, archive materials, organize and maintain files in a systematic and orderly manner. Answer and route incoming calls.
- Assist in categorizing, archiving, and reorganizing the Court's files.
- Assist with organizing, reviewing, and developing operational and administrative policies and procedures for the Clerk's Office.
- Assist with special projects and court events.
- Performs other duties as assigned.

### REQUIRED QUALIFICATIONS:

- High school diploma or equivalent.
- Five (5) or more years of 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 position's duties.
- Ability to work with limited supervision.
- Detail-oriented, self-motivated, professional and organized.
- Strong organizational and communication skills.
- A working knowledge of computer applications, including Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Teams, and Microsoft SharePoint.
- Standard office equipment experience in operating telephones, copiers, and scanners.
- Ability to organize a variety of assignments simultaneously and meet deadlines.
- Excellent writing, reading, and interpersonal skills and be enthusiastic and dependable.
- The ability to communicate information accurately, professionally, and in a timely manner to individuals within and outside the court unit.
- Adherence to the Code of Conduct for Judicial Employees and ability to maintain confidentiality are required.
- A judicial employee must always maintain a professional appearance and demeanor.

### PREFERRED SKILLS AND EXPERIENCE:

- Bachelor's degree from an accredited four-year college or university.
- Knowledge of the Bankruptcy Code, Federal Rules of Bankruptcy Procedure and the Middle District of Louisiana Local Rules.

### ADDITIONAL INFORMATION:

- Compensation is based on the actual hours worked. This part-time position will be limited to 40 hours per pay period. The position is subject to reduction of work hours and/or termination of the position based upon funding availability.
- Open to all qualified individuals.

- Judicial Branch employees are considered "at will" employees and are not subject to the employment regulations of competitive service.
- Applicants must be U.S. citizens eligible to work in the United States.
- A background investigation including fingerprint and criminal record checks will be conducted. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Retention depends on a favorable suitability determination. Work may be performed in an office setting or from an off-site remote duty station.
- Professional/business casual attire is required.
- This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment.
- Only candidates selected for an interview will be notified. Unsuccessful candidates will not receive any communication.
- The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without prior notice.
- The Federal Courts are Equal Employment Opportunity Employers.

**APPLICATION PROCEDURES:**

Qualified candidates should submit a complete applicant's packet as one pdf document which includes:

- Letter of interest (cover letter)
- Current, detailed resume
- Completed AO-078 Federal Judicial Branch Application for Employment which can be found at <http://www.uscourts.gov/forms/AO078.pdf>
- Professional references with contact information.

Applications will not be considered complete until all items listed above have been received.

Please submit completed applications via e-mail to:

[humanresources@lamb.uscourts.gov](mailto:humanresources@lamb.uscourts.gov)

Or to:

Chief Deputy Clerk  
United States Bankruptcy Court, Middle District of Louisiana  
707 Florida Street, Room 119  
Baton Rouge, Louisiana 70801

***THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER***