



UNITED STATES BANKRUPTCY COURT

EASTERN DISTRICT OF LOUISIANA

Administrative and Operations Support Clerk Vacancy Announcement

ANNOUNCEMENT NUMBER: USBC- EDLA #26-03
ANNOUNCEMENT DATE: June 17, 2026
DUTY STATION: New Orleans, Louisiana
POSITION TYPE: FULL-TIME
CLOSING DATE: Open until filled; preference given to applications received by July 17, 2026
SALARY RANGE: CL 24 (\$44,701-\$72,654) salary depending on experience and qualifications. Applicants hired at CL 24 may be promoted to CL 25 without further competition.

POSITION DESCRIPTION: The United States Bankruptcy Court for the Eastern District of Louisiana is accepting applications for the position of full-time Administrative and Operations Support Clerk in New Orleans, Louisiana. The incumbent provides clerical support to the administrative and operational areas of the Clerk's Office. In addition, the incumbent acts as a backup Electronic Court Recorder Operator (ECRO) and intake generalist, as needed.

The incumbent is fully proficient in administrative support duties such as filing, copying, data input/extraction, and detailed data review. The ideal candidate will display initiative, good judgment, professionalism, ability to handle a variety of tasks, excellent organizational skills, ability to maintain confidentiality, and strong time management skills.

RESPONSIBILITIES **DUTIES AND RESPONSIBILITIES**

- Use court approved software and systems to research, compile data, prepare reports and forms, and track information. Review and analyze compiled information for completeness, accuracy, and compliance.
- Prepare letters, notices, and other correspondence. Proofread and edit documents for accuracy, proper grammar, and spelling.
- Maintain, update, and track both paper and electronically stored files (i.e. forms, correspondence, reports, and other documents). Assist with locating, scanning, copying, and filing documents.
- Perform financial duties, including assisting with organizing, balancing, and reconciling financial records. Prepare bank deposits. Process financial transactions using applicable financial tracking systems.
- Assist in coordinating, monitoring, and communicating the status of tasks, projects, and programs.
- Assist with creating, maintaining, and updating user guides, procedures, manuals, and forms to ensure consistent use of systems throughout the court unit.
- Record verbatim court proceedings using electronic sound recording equipment. Annotate accurate log notes during proceedings, as required, and monitor courtroom technology to ensure proper recording.
- Answer telephones and communicate effectively with customers and external filers. Assist attorneys and the public with questions regarding bankruptcy procedures, status of cases, as well as dates and locations of hearings.
- Provide information, forms, and electronic case filing (ECF) instruction to external customers. Inform customers of required fees. Receive payments and issue receipts. Secure funds in cash register. Balance cash drawer at the end of the day.
- Scan, enter data, and upload documents into the case management system, including petitions, motions, complaints, memos, orders, and other pleadings as necessary.
- Retrieve, scan, copy, file, sort, and process incoming mail. Receive and stamp incoming documents. Prepare outgoing mail and packages for pick up.

<p>QUALIFICATIONS</p>	<ul style="list-style-type: none"> • Create copies of documents or other court forms for attorneys and others requesters. Certify court documents. • Provide backup coverage for team members and other departments as required. • Perform all other duties as assigned. <p>MINIMUM QUALIFICATIONS:</p> <p>Applicants must possess a high school diploma or equivalent. Additionally, the successful applicant must have two years of general experience, defined as: progressively responsible clerical or administrative experience that indicates the possession of the particular knowledge and skills needed to perform the duties of the position.</p> <p>The successful applicant must be able to demonstrate that he or she can apply a body of rules, regulations, directives, or laws to a given scenario, and he or she must have the ability to apply concepts to determine the appropriate action to be taken.</p> <p>The successful applicant must have excellent computer skills with a demonstrated history of accuracy and quality assurance, and he or she must possess excellent proofreading skills and attention to detail.</p> <p>Because this position involves communication by phone, by email, and in person with the public, chambers staff, and other court users, the successful applicant must possess exceptional verbal and written communication skills.</p> <p>Finally, the successful applicant must be self-motivated and dependable; possess excellent organizational, interpersonal, team building, and analytical skills; possess tact, good judgment, and initiative; be able to process a high volume of documents and prioritize and complete multiple tasks on a daily basis; work harmoniously in a team environment to meet the court’s needs; and maintain a professional appearance and demeanor.</p> <p>PREFERRED QUALIFICATIONS:</p> <p>A bachelor’s degree from an accredited college or university and/or completion of a paralegal certificate is highly preferred; prior experience with a federal or state court and/or familiarity with electronic case filing, especially the court’s automated system, is highly desirable.</p>
<p>BENEFITS</p>	<p>Benefits include participation in the Federal Employees Retirement System (FERS) and Thrift Savings Plan (similar to a 401K plan with employer matching contributions), Federal Employees Health Benefits, Federal Employee Group Life Insurance, Federal Employees Dental and Vision Programs, Flexible Benefits Program, Long Term Care Insurance, 11 paid holidays in addition to paid vacation and sick leave. Some telework may be available depending on the court's needs.</p>
<p>ADDITIONAL INFORMATION</p>	<ul style="list-style-type: none"> • The United States Bankruptcy Court requires employees to adhere to a code of conduct and business dress code which is available upon request. • The Federal Financial Reform Act requires direct deposit of federal wages for Court employees. • Due to the volume of applications, the Court will only communicate with those individuals who will be interviewed. • The position will be open until filled and may be closed without further notice. • All Clerks Office employees are excepted service appointments and as such are “at will” employees that can be terminated with or without cause by the Court at any time and are also subject to continued funding.

ADDITIONAL INFORMATION , CONT.

- The Court is an equal opportunity employer which encourages minority applicants.
- Hiring of the successful applicant will be contingent upon the satisfactory completion of a background check. Applicants must be a U.S. citizen or eligible to work in the United States.
- The U.S. Bankruptcy Court provides reasonable accommodations to applicants with disabilities.
- Applicants are advised that false statements or omission of information on any application materials or the inability to meet the aforementioned conditions may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.
- The Court is not authorized to reimburse candidates for travel in connection with an interview or to pay relocation expenses to the successful candidate.

HOW TO APPLY

To be assured consideration for this position, qualified applicants must submit a complete application packet that includes:

- A Cover Letter that refers to the vacancy announcement number and addresses your qualifications and relevant experience;
- A current/detailed resume;
- The names and current contact information for three professional references; and
- Form [AO78](#), Application for Judicial Branch Employment.
 - Applicants are required to answer background questions 19, 20, and 21 on the AO78 application form.

All application documents should be combined into **one PDF** document and emailed to:

HR@laeb.uscourts.gov

Include the announcement number and position title (#26-03 Administrative and Operations Support Clerk) in the email subject line.

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER