

# UNITED STATES COURTS, FIFTH JUDICIAL CIRCUIT



Announcement # 17-5

<b>Position Title:</b>	Administrative Assistant
<b>Location:</b>	Office of the Circuit Executive, New Orleans, Louisiana
<b>Salary Range/Grade:</b>	CL 25: \$39, 796 – \$64,718.
<b>Closing Date:</b>	Applications will be considered as soon as received, and will continue to be considered until the position is filled.

## **Overview:**

The U.S. Courts, Fifth Circuit is composed of the federal courts in Texas, Louisiana, and Mississippi and is the second largest circuit in the federal system. The Circuit Executive's office provides support services to more than 200 appellate, district, bankruptcy, and magistrate judges within the nine judicial districts of the circuit.

## **Representative Duties:**

This position reports to the Assistant Circuit Executive for Training and Conferences and provides clerical, administrative, and technical assistance to the ACE and other executives and professionals as necessary.

Routine duties include:

- Preparing documents, such as financial spreadsheets, presentations, reports, letters, memos, and emails
- Proofreading, editing, and processing documents prepared by others
- Reconciling invoices and processing payments in an electronic accounting system
- Arranging travel and coordinating authorizations and reimbursements
- Maintaining conference management websites
- Data entry and copying and scanning documents
- Managing electronic and hard copy filing systems
- Monitoring suspense items
- Answering phones and routing calls
- Coordinating mailings and overnight deliveries

- Assisting with setting up meetings and conferences (may require overnight travel)
- Special projects and other duties as required

**Qualifications:**

The position requires a bachelor's degree and experience working directly with executive level management in an administrative support role. Accounting/procurement/financial management experience is a plus.

**Requirements:**

- Demonstrated computer proficiency, particularly in MS Word, Excel, and PowerPoint
- Skill in administrative matters, such as file maintenance, record keeping, database management, and report preparation
- Outstanding customer service and organizational skills
- Ability to collect, organize, and interpret data
- Excellent writing and proofreading skills, with emphasis on accuracy and attention to detail
- Ability to prioritize workloads and effectively manage multiple and time sensitive projects simultaneously
- Strict adherence to procedural requirements and the utmost judgment, discretion, and confidentiality
- Willingness to provide support in various areas when necessary such as office operations and other administrative tasks as assigned
- Availability to travel, up to 5 nights annually, for the Circuit conference
- Familiarity with meeting planning is desired but not required

**Application Procedure:**

Qualified candidates should apply by e-mailing a cover letter, detailed resume, salary history, e-mail address, and a daytime phone number as a single Word, .pdf, or WordPerfect document to:

[newvacancy@ca5.uscourts.gov](mailto:newvacancy@ca5.uscourts.gov)

Applications will be considered as soon as received, and will continue to be considered until the position is filled. Applicants should therefore submit applications as soon as possible.

**Information for Applicants:**

- Only qualified applicants who submit complete applications will be considered for this position.
- Applicants must be United States citizens or [otherwise eligible to work in the federal court system](#).
- The court provides reasonable accommodations to applicants with disabilities.
- Funding is not available to support interviewee travel or relocation expenses.
- The selected applicant must provide educational transcripts and may undergo a technical skills evaluation.
- A background investigation, including fingerprint and records check, will be conducted as a condition of employment.
- All employees of the Judiciary are "at will" employees in the excepted service.
- The position is subject to mandatory electronic funds transfer for payment of salary.
- The court reserves the right to modify the conditions of this job announcement, withdraw the job announcement, or fill the position, any of which actions may occur without any prior written or other notice.
- The United States Courts, Fifth Judicial Circuit, is an Equal Opportunity Employer.

## **EMPLOYEE BENEFITS**

Employees of the United States Courts are entitled to similar benefits as other federal government employees. They are not included in the government's civil service system, however. Benefits include:

### **HEALTH INSURANCE**

Employees may participate in the Federal Employees Health Benefits Program (FEHB), and may choose from plans provided by several insurers. The government contributes up to 75% of the premium, depending on the plan selected.

### **DENTAL/VISION INSURANCE**

Employees may participate in the Federal Employees Dental and Vision Insurance Program (FEDVIP), which is a supplemental insurance program. Premiums are paid in full by the employee, however, the premium is deducted on a pre-tax basis.

### **LIFE INSURANCE**

Employees may participate in the Federal Employees Group Life Insurance Program (FEGLI).

### **FLEXIBLE SPENDING ACCOUNT**

Employees may set aside pre-tax money to cover certain health care and dependent care expenses.

### **LONG-TERM CARE INSURANCE**

Employees may participate in the Federal Judiciary Group LongTerm Care Program which covers such benefits as community-based care, nursing home care, hospice care and caregiver benefit. Spouses, parents, parents-in-law, grandparents, and grandparents-in-law are also eligible.

### **TIME IN SERVICE**

Time in service with other federal agencies and prior military service is credited for the purpose of computing employee leave and retirement benefits.

### **RETIREMENT**

Employees contribute 8.45% of their salary toward a retirement plan under the Federal Employees Retirement System, to which the government also contributes. Of that 8.45%, 6.2% goes to social security, 1.45% goes to Medicare, and .8% goes to the FERS Basic Benefit Plan. Employees may also participate in a voluntary tax-deferred Thrift Savings Plan [similar to "401(k)" plans]. Benefits are generally available upon retirement at age 60 with 20 years of service or at an earlier age with 30 years of service. Reduced benefits may be available with fewer years of service.

**WITHIN-LEVEL SALARY INCREASES** Within each salary classification level there are 61 "steps."  
Based upon performance, employees are eligible for annual step increases, subject to the availability of funds.

**TRANSIT/PARKING SUBSIDY** Subject to the availability of funds.