

UNITED STATES COURTS, FIFTH JUDICIAL CIRCUIT



Announcement # 92118

Position Title:	Administrative Assistant
Location:	Office of the Circuit Executive, New Orleans, Louisiana
Salary Range/Grade:	CL 25: \$40,464 - \$65,799
Closing Date:	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:

vacancy@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:

The [fringe benefits](#) offered to employees of the United States Courts include:

- 13 days paid annual leave per year for the first three years of service.
- 20 days paid annual leave per year after three years of service.
- 26 days paid annual leave per year after 15 years of service.
- 13 days paid sick leave accrued per year.
- 10 paid holidays per year, plus Mardi Gras day.
- Choice of medical, dental, and vision coverage from a wide variety of plans.
- Life, long-term disability, and long-term care insurance options.
- Participation in the Federal Employees Retirement System.
- Participation in the Thrift Savings Plan (similar to 401k, with matching \$).
- Pre-tax flexible spending accounts (medical and dependent care).
- Transit/Parking subsidy (subject to the availability of funds).