

# UNITED STATES COURTS, FIFTH JUDICIAL CIRCUIT



Announcement # 16-3

<b>Position Title:</b>	Administrative Attorney
<b>Location:</b>	Appellate Conference Attorneys' Office, New Orleans, Louisiana
<b>Salary Range/Grade:</b>	CL 29: \$67,537 - \$109,801.
<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 incumbent reports to the Appellate Conference Attorney and will be a legal advisor on questions of law and court policy. The Administrative Attorney will provide the court, the chief judge and the circuit judicial council with procedural and substantive legal advice about non-case-related matters that arise in the administration of the court and the district courts of the circuit. The Administrative Attorney will independently conduct legal research, review records, filings and other submissions, draft recommendations and proposed dispositive orders, provide objective advice to judges, chambers staff and court staff, as well as information to litigants, attorneys and complainants. In addition, the Administrative Attorney will interact with the other attorneys and law graduates in the office in support of the overall operations of the office.

## **Representative Duties:**

- Investigate and advise the Chief Judge and Judicial committees concerning both allegations of misconduct filed against federal judicial officers within the Fifth Circuit and judicial-disability matters. Draft orders to implement disposition of the charges.
- Conduct legal research and provide procedural and substantive advice on legal policy matters to Fifth Circuit Judicial Council Committees, including the Committee on Judicial Disability. Review and advise on proposed district court Internal Operating Procedures pertaining to judicial disability for compliance with Judicial Council standards.
- Analyze on behalf of the Fifth Circuit Judicial Council, proposed district and bankruptcy courts local rules for compliance with the federal rules and the policy of the Judicial Conference of the United States.
- Evaluate and respond to proposals submitted by committees of the federal judiciary.

- Review excess Criminal Justice Act vouchers and advise the Chief Judge designee on voucher approval, as needed.
- Provide support to the District Courts of the Fifth Circuit regarding modifications to the Criminal Justice Act, the Civil Justice Reform Act, and Jury Selection plans.
- Conduct legal research on specific legal questions and prepare memoranda on the results of the research.

**Qualifications:**

Candidates must have a Juris Doctor from an ABA approved law school and be admitted to practice before the Supreme Court of the United States, the highest court of a state, a United States court of appeals, or a United States district court (including the district courts for Guam, the Northern Mariana Islands, and the Virgin Islands). Candidates must also have a minimum of three years progressively responsible experience as an attorney, including work relevant to the duties of the position. Previous experience in the federal judicial system, as a judge's law clerk or otherwise, would be an asset, but is not required. Reasonable proficiency with computers will be expected, as the office does not provide secretarial assistance, and the ability to work effectively without such assistance is 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](mailto: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**

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 a portion of their salary toward a retirement plan under the Federal Employees Retirement System. 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.