



Vacancy Announcement
United States Court of Appeals, Fifth Circuit
Office of the Clerk

Position:	Court Services Clerk
Starting Salary:	CL 24 (\$34,703 – \$43,389) Depending on qualifications & experience.
Posting Date: January 2, 2015	Closing Date: Until Filled
Announcement #: 1-2015 Amended More than one position may be filled. Previous applicants need not reapply.	

Position Overview:

The Clerk's Office for the Fifth Circuit Court of Appeals is now accepting applications for the position of Court Services Clerk. The incumbent performs various duties in support of the court's mission including but not limited to: performing basic financial transactions; assisting with processing a variety of human resources actions; maintaining CM/ECF judge recusal database; ordering, receiving and distributing supplies, furniture, and equipment; assisting with the day to day maintenance of inventory of accountable property; and, performing as backup receptionist. The incumbent reports directly to the Court Services Manager.

Required Knowledge, Skills and Abilities:

- High School Diploma
- Two years general experience and one year specialized experience. General Experience: Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the knowledge and skills needed to perform the duties of the position. Specialized Experience: Progressively responsible clerical or administrative experience that is in, or closely related to, the work of the position, as stated above. Education above the high school level may be substituted for required general experience on the basis of one academic year equals one year of general experience.
- Fast and accurate data entry skills
- Proficiency in Word and Windows
- Proven automation and technology proficiency with a working knowledge of database applications
- Excellent oral and written communication skills
- Quick and efficient processing of a large quantity of work with constant interruptions
- Meticulous attention to detail
- Demonstrated ability to work as a team member to achieve a common goal
- Ability to lift items up to 50 pounds and regularly move boxes, furniture and equipment

Desired Knowledge, Skills and Abilities:

- College course work or degree in business related field

Application Process:

Interested applicants must submit a cover letter indicating the position they are applying for and a completed AO78, Application For Judicial Branch Federal Employment, to the address listed below. Additional information including the AO78 application form can be obtained on the Fifth Circuit website, www.ca5.uscourts.gov.

U. S. Court of Appeals, Fifth Circuit
Human Resources Department – Announcement #1-2015
600 S. Maestri Place
New Orleans, LA 70130

Qualified applicants chosen for consideration are subject to applicable skill testing that may include, but is not limited to: writing, spelling, grammar, Word, Windows, basic math, bank reconciliation, and data entry.

The United States Court of Appeals is an Equal Opportunity Employer

Please see reverse.

Benefits:

Employees of the Clerk's Office of the United States Court of Appeals, Fifth Circuit are not included in the government's civil service classification. They are however, entitled to similar benefits as other federal employees. These include:

13 days paid vacation per year for the first three years of employment
20 days paid vacation per year after three years of employment
26 days paid vacation per year after 15 years of employment

13 days paid sick leave per year

10 paid Federal holidays per year (plus Mardi Gras)

Participation in the Federal Employees Retirement System (including government Thrift Savings Plan similar to 401k plan with matching funds)

Choice of medical, dental, and vision coverage from a wide variety of plans

Pretax flexible spending account programs (medical and dependent care)

Life and long-term care insurance options

Direct deposit of federal wages

When computing employee leave and retirement benefits, time in service with other federal agencies, as well as time for certain prior military service may be taken into consideration.

Information:

The Fifth Circuit is an Equal Opportunity Employer. This office provides reasonable accommodations to applicants with disabilities. If you need such accommodations for any part of the application and hiring process, please notify the person who contacts you concerning your application. The decision to grant reasonable accommodations will be made on a case by case basis.

Funds are not available to support travel or relocation expenses.

The court reserves the right to modify the conditions on this job announcement, withdraw the job announcement, fill the position sooner than the closing date, or to extend the closing date, any of which actions may occur without any prior written or other notice.

Only qualified applicants will be considered for this position. Qualified applicants are subject to testing for relevant skills. When applicable, applicants are selected for interviews based on test scores.

The successful candidate will be offered employment based on a satisfactory background check and investigation. High sensitive and positions with financial responsibilities are also subject to credit checks. Employees serve under "Excepted Appointments" and are considered "at will" employees. All information provided by applicants is subject to verification and background investigation. Any false statements or omission of information on any application material or the inability to meet the condition for employment may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.