

UNITED STATES COURTS FIFTH JUDICIAL CIRCUIT



Position Title:	Architect or Interior Designer	Announcement 18-2
Location:	Office of the Circuit Executive, New Orleans, Louisiana	
Salary Range/Grade:	CL 28 (\$58,700 - \$95,388 per annum). The presumptive starting salary is \$73,375. A starting salary in excess of this figure will be considered only for a candidate with extraordinary, relevant experience or qualifications, and a salary history supporting such an offer.	
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 Louisiana, Mississippi, and Texas, and is the second largest circuit in the federal system. The Circuit Executive's Office provides support services, including support services related to space and facilities, 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 (ACE) for Space and Facilities and performs design, construction management and facilities management related duties for the ACE, judges, court unit executives, and other judiciary staff. Duties include:

- Prepare design drawings and presentation materials.
- Prepare budgets and schedules.
- Oversee consultants and contractors performing work for the court.
- Review drawings, specifications, schedules, cost estimates, shop drawings, and other project-related documents.
- Participate in on-site meetings, conference calls, and web meetings.
- Prepare written scopes of work, meeting summaries, briefing memos, inspection reports and other project-related documents.

- Communicate orally and in writing progress of court projects to judges, unit executives, and other judiciary clients.
- Track and report on projects.

Qualifications and Requirements:

The position requires:

- Bachelor's or master's degree in architecture or interior design
- State licensed architect or interior designer
- Availability for travel, primarily within the circuit (Louisiana, Mississippi, and Texas)
- Availability for periodic after-hours and weekend work
- Proficiency with standard office software (Word, Excel, etc.)
- Proficiency with AutoCAD

Application Procedure:

Qualified applicants submit a cover letter, résumé, and salary history to:

David Carlson
Assistant Circuit Executive for Space and Facilities
U.S. Courts, Fifth Circuit
600 Camp Street, Room 109
New Orleans, Louisiana 70130

or via email (as a single PDF only) to: newvacancy@ca5.uscourts.gov
Submission by email is preferred.

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, even if they are not immediately available to begin work.

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).