

**Office of the Circuit Librarian – Fifth Circuit Library
United States Court of Appeals**

Job Announcement 2019-2 USCA5LIB

Position:	Library Technician (2 positions available)
Position Type:	Full-time, 40 hours per week
Salary Range:	Court Personnel System Classification CL24/25 Full salary range \$36,645 to \$65,799, depending on experience and qualifications.
Closing Date:	Applications will be considered as soon as received and will continue to be considered until the position is filled.
Location:	New Orleans, LA

REQUIRED QUALIFICATIONS

- High school diploma or equivalent.
- Two years of work experience in an office, court or library environment.
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- Ability to travel as needed.
- Applicant must be a United States citizen or eligible to work for the federal government.

REPRESENTATIVE DUTIES

- Provides technical and administrative support within the Fifth Circuit Library system.
- Assists with purchase order processing; subscription renewals; payer for all types of purchase orders; communicating with vendors; research and resolve outstanding orders and invoices; consignee and vendor account maintenance; and assisting with maintenance of an acquisition filing system.
- Ensures adherence to the *Guide of Judiciary Policy* on procurement practices.
- Provide support to all library staff regarding general technical services procedures.
- Other general duties associated with this position may include: mail pick-up and processing; assist with shifting and moving collections; assisting with ordering supply requests for all library staff.
- Other duties as assigned.

PREFERRED SKILLS

- Three years library experience.
- Self-motivated individual with ability to prioritize delegated tasks.
- Experience with an Integrated Library System. SIRSI knowledge is a plus.
- Skill in the use of Windows-based personal computers and basic office applications software.
- Aptitude for performing functions requiring a high degree of accuracy and careful attention to detail.
- Experience working with people at all levels; effective oral and written communication skills.
- Ability to perform occasional moderate physical activity.

APPLICATION PROCESS

Please submit cover letter, resume and salary history to:
(email submission is preferred – as a single PDF only)

Email: sue_creech@ca5.uscourts.gov

or

**U.S. Court of Appeals, Fifth Circuit Library
Attn: Sue Creech, Circuit Librarian
600 Camp Street, Room 106
New Orleans, Louisiana 70130**

BENEFITS AND OTHER INFORMATION

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.
- Choice of medical, dental, and vision coverage from a wide variety of plans.
- Life 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).

The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or fill the position, without any prior written or other notice.

Resumes will be screened, and only selected applicants will be contacted for interviews.

The United States Courts is an Equal Opportunity Employer.

Funding is not available to support interviewee travel or relocation expenses.