



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

<b>Position:</b>	<b>Personnel &amp; Financial Assistant</b>
<b>Starting Salary:</b>	<b>CL 24 (\$36,645 – \$45,810)</b> Depending on qualifications & experience.
<b>Posting Date:</b> September 25, 2018	<b>Closing Date:</b> Until Filled
<b>Announcement #:</b> 4-2018	

**Position Overview:**

The Clerk's Office for the Fifth Circuit Court of Appeals is now accepting applications for the position of Personnel & Financial Assistant. The incumbent performs various duties in support of the court's mission including but not limited to: assisting with a variety of human resources functions; performing basic financial/procurement transactions; distributing supplies; and, performing as department assistant and receptionist. The incumbent reports directly to the Court Services Manager.

**Required Knowledge, Skills and Abilities:**

- High School Diploma
- Two years progressively responsible general clerical experience and one-year specialized experience. Specialized Experience: Progressively responsible clerical or administrative experience that provided knowledge of the rules, regulations, procedures and practices of human resources and/or financial administration and involved the routine use of automated human resources or financial systems or other computer based systems such as word processing, spreadsheets or database applications.
- 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, by email as a **single PDF** to Clerk\_HR@ca5.uscourts.gov. Incomplete applications will not be considered. Additional information including the AO78 application form can be obtained on the Fifth Circuit website, [www.ca5.uscourts.gov](http://www.ca5.uscourts.gov). Internal applicants need only submit a letter of interest detailing how they meet the qualifications for the position.

Qualified applicants chosen for consideration are subject to applicable skill testing that may include: writing, spelling, grammar, Word, Windows, filing, data entry, basic math and bank reconciliation.

**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

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. Additional information regarding federal judiciary employee benefits and compensation can be found on the [U.S. Courts website](http://www.uscourts.gov/careers/benefits) at <http://www.uscourts.gov/careers/benefits>.

**Information:**

This office provides reasonable accommodations to applicants with disabilities. If you need such accommodation 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.

Applicants must be United States citizens or lawful permanent residents seeking United States citizenship.

Funds are not available to support travel or relocation expenses.

Direct deposit of federal wages required.

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.

Due to the high volume of applications received, the Court will only communicate with qualified applicants who will be considered for this position. Qualified applicants are subject to testing for relevant skills. When applicable, applicants are selected for interviews based upon test scores.

The successful candidate will be offered employment based on a satisfactory background check and investigation. Employees serve under "Excepted Appointments" and are considered "at will" employees.