

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

**Job Announcement 2016-3 USCA5LIB**

<b>Position:</b>	<b>Property and Procurement Specialist</b>
<b>Position Type:</b>	<b>Full-time, 40 hours per week</b>
<b>Salary Range:</b>	<b>Court Personnel System Classification CL27 Full annual salary range: \$46,835 - \$76,152, depending on experience and qualifications.</b>
<b>Closing Date:</b>	<b>Applications will be considered as soon as received, and will continue to be considered until the position is filled.</b>
<b>Location:</b>	<b>New Orleans, LA</b>

**REQUIRED QUALIFICATIONS**

- High school graduate or equivalent
- At least three years in a court, library, or office environment.
- Ability to travel as needed.
- Applicant must be a United States citizen or eligible to work for the federal government.

**REPRESENTATIVE DUTIES**

- Procure law books and other research materials utilizing an integrated library system for libraries, judges, and all other court offices within the circuit. The materials are purchased mainly from private legal publishing companies (some dealing with GPO) through existing government contracts, open market pricing, or negotiated pricing.
- Procure supplies, equipment, services, and furnishings from government and non-government sources. Plan and coordinate time and delivery of purchases.
- Ensures adherence to the *Guide to Judiciary Policies and Procedures* on procurement practices, including law books. Arranges for appropriate transfer or disposal of procured items, including law books.
- Preparing requests for qualifications/proposals/quotation documents. Completing various forms used in the procurement process and maintaining related records. Researching and interpreting guidelines, rules, regulations, and policies related to purchasing.
- Maintains current accounting records, obligations, and expenditure data in both an integrated library system and financial accounting system. Compiles data from financial records relevant to budgetary analysis.
- Processes bills and invoices for payment to vendors.
- Maintains inventory listing of law books through the integrated library system. Works with librarians to provide subscription information to consignees on an annual basis.

## **PREFERRED SKILLS and/or EXPERIENCE**

- Experience with government procurement and/or court financial systems.
- Experience with an integrated library system. SIRSI knowledge is a plus.
- Self-motivated individual with ability to prioritize delegated tasks.
- 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 handle occasional moderate physical activity.

## **APPLICATION PROCESS**

Please submit cover letter, resume and salary history to: (email submission is preferred)

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

**Phone: 504-310-7797**  
**Fax: 504-310-7578**  
**Email: sue\_creech@ca5.uscourts.gov**

## **BENEFITS AND OTHER INFORMATION**

Federal court employees are not included in the government's civil service classification. However, they are entitled to the same benefits as other federal employees and some additional benefits. These include: paid annual and sick leave; automatic enrollment in a retirement plan and in direct deposit of earnings; and optional enrollment in health benefits, life insurance, tax-deferred savings, long-term care, and long-term disability programs. Court employees are required to use Electronic Fund Transfer (EFT) for payroll deposit. New selectees are subject to a background check as a condition of employment. The Court does not provide reimbursement for interview-related travel expenses.

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 Fifth Circuit is an Equal Opportunity Employer.**