



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

Position:	Statistical Analyst		
Starting Salary:	CL 24 (\$36,026 – \$58,601) Depending on qualifications & experience. Promotion Potential to CL 25		
Posting Date:	April 21, 2017	Closing Date:	May 5, 2017
Announcement #:	2-2017		

Position Overview:

Under the guidance of the Statistical Supervisor, the incumbent monitors and ensures the validity of case information for the purpose of preparing statistical, case management, and other ad hoc reports. Analyzes data to identify data entry errors and works with users to correct the data. Reviews and approves public filer registration requests.

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 beyond high school may be considered as substitute 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, Windows, and Excel
- Excellent oral and written communication skills
- Ability to quickly analyze and retain information and make appropriate decisions
- Quick and efficient processing of a large quantity of work with meticulous attention to detail
- Demonstrated ability to work as a team member to achieve a common goal
- Proven automation and technology proficiency

Desired Knowledge, Skills and Abilities:

- A minimum of one year of Federal Judiciary case processing experience desired.

Application Process:

Interested applicants must submit a cover letter and a completed AO78, Application For Judicial Branch Federal Employment, by email as **a single PDF** to Clerk_HR@ca5.uscourts.gov by the closing date on the announcement. Please reference the vacancy number for which you are applying in the subject line. 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. 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, but is not limited to: filing, writing, spelling, grammar, Word, Windows, data entry, and Excel.

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.

Information:

The Fifth Circuit is an Equal Opportunity Employer. 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.

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.

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 omissions of information on any application material or the inability to meet the conditions for employment may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.