

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

Position:	Generalist (More than one position may be filled.)	
Starting Salary:	CL24 (\$34,356 – \$55,864) Depending on qualifications & experience.	
Posting Date:	January 4, 2014	Closing Date: January 17, 2014
Announcement #:	1-2014	

Duties:

Performs all clerical functions in connection with the processing of appeals in all case-related activities from the docketing of the appeal to the final issuance of the mandate.

Required Knowledge, Skills and Abilities:

- High school diploma
- Two years clerical experience in a professional office environment (accounting, banking, legal, medical)
- Fast and accurate data entry and filing skills
- Ability to adapt to frequent changes
- Proficiency in Word and Windows
- 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 constant interruptions
- Meticulous attention to detail
- Demonstrated ability to work as a team member to achieve a common goal

Desired Knowledge, Skills and Abilities:

- Two years working with detailed legal documents
- Associate or higher degree or a vocational certificate in accounting, business, banking, legal, medical or related field
- Proven automation and technology proficiency with a working knowledge of database applications

Application Process:

Interested applicants must submit a cover letter indicating the position they are applying for and the AO78, Application For Judicial Branch Federal Employment, to the address listed below. Additional information including the AO78 application form can be obtained on the Fifth Circuit website, www.ca5.uscourts.gov.

U. S. Court of Appeals, Fifth Circuit
Human Resources Department – Announcement #1-2014
600 S. Maestri Place
New Orleans, LA 70130

Qualified applicants chosen for consideration are subject to applicable skill testing that may include, but is not limited to: writing, spelling, grammar, Word, Windows, legal terminology, filing and data entry.

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, long-term disability and long-term care insurance options

- Direct deposit of federal wages

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 accommodations 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.

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