



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

Position:	Generalist Clerk/Generalist (2 Openings)	
Starting Salary:	CL 23/24 (\$28,095 - \$38,890) Depending on Qualifications & Experience Promotion potential from the CL 23 level to the CL 24 level upon successful completion of training and certification.	
Posting Date:	May 19, 2006	Closing Date: June 2, 2006
Announcement #:	3-2006	

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
- One year 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
- Working knowledge of WordPerfect
- 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:

- Associate or higher degree or a vocational certificate in accounting, business, banking, legal, medical or related fields.
- Proficiency in WordPerfect 12 and working in a Windows environment
- Proven automation and technology proficiency with a working knowledge of a database applications

Application Process:

Interested applicants must submit a cover letter indicating the position they are applying for and a form AO78, Application For Judicial Branch Federal Employment, to the address listed below. This form can be obtained under the vacancies section of the Fifth Circuit website, www.ca5.uscourts.gov.

U.S. Court of Appeals, Fifth Circuit
600 Camp St.
New Orleans, LA 70130
ATTN: Personnel Department/Generalist

Qualified applicants chosen for consideration are subject to applicable skill testing that may include, but is not limited to: writing, spelling, grammar, WordPerfect 12, 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)

Optional participation in the Federal Health Insurance Program (with a wide choice of plans)

Participation in a pretax flexible spending accounts programs

Voluntary participation in life, long-term disability and long-term care insurance programs

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.

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 criminal background records check. 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.