

UNITED STATES COURT OF APPEALS
FIFTH JUDICIAL CIRCUIT
600 CAMP STREET, ROOM 300
NEW ORLEANS, LOUISIANA 70130

POSITION RECRUITMENT ANNOUNCEMENT

- Title:** Interior Designer/Space Planner
Circuit Executive's Office
Fifth Circuit — New Orleans, Louisiana
- Grade Range:** CL-28 (\$50,712 - \$69,770 per annum, depending upon qualifications and experience)
For applicants in federal service, appointment at CL-28 requires one year of service at CL-27 or equivalent.
- Position Summary:** The individual reports to the Assistant Circuit Executive for Space & Facilities and assists in designing and managing projects for the federal courts and court units within the Fifth Circuit. The individual also will work with the Architect/Project Manager and another Interior Designer/Space Planner in managing design and construction projects and other assignments as delegated.
- Duties:** Duties to be performed include, but are not limited to: (1) creating interior design layouts; (2) assisting with architectural projects as assigned; (3) selecting and specifying interior finishes; (4) selecting and specifying furniture, furnishings, and accessories; (5) presenting “color boards” for review and approval; (6) utilizing computer-aided design software for new construction and renovation projects; (7) reviewing plans and specifications; (8) procuring furniture and furnishings utilizing federal procurement guidelines; (9) managing permanent furniture inventory; (10) coordinating the design and construction process for projects from start to finish; (11) coordinating events, including requisite security, deliveries, set-up/breakdown, and overtime utilities, in the U.S. Court of Appeals Building.
- Qualifications:** Applicants must have a bachelor’s degree in interior design and at least five years of progressively responsible interior design/space planning experience, including specialized experience in space planning, project management, budgeting, and construction administration. A state license in interior design or NCDIQ certification is preferred. Experience with word processing, spreadsheets, databases, facilities management software, and computer-aided

design and drafting (AutoCAD) is highly preferred. Incumbent must be available for overnight travel to project sites and may be required to move light furniture.

- Familiarity with federal government procurement regulations is preferred.
- Must possess strong oral, written communication, and interpersonal skills. Samples of writing ability will be required, depicting both general reports and technical topics.
- Must show an increasing level of “hands on” project management, coordination experience, and management of others.
- Must possess strong organizational skills.
- Must have ability to juggle multiple tasks and the ability to meet deadlines.
- Must have ability to interact effectively and in a professional manner in high stress situations.

Apply to: Send cover letter, résumé, and salary history to:

Interior Designer/Space Planner Vacancy
U.S. Court of Appeals, Fifth Circuit
600 Camp Street, Room 300
New Orleans, Louisiana 70130
or electronically to
space_facilitiesrecruitment@ca5.uscourts.gov

Closing date: Applications will be accepted until the position is filled.

Notices: The Fifth Circuit is an Equal Opportunity Employer. The court reserves the right to modify the conditions of this job announcement, withdraw the job announcement, fill the position(s) sooner than the closing date, or to extend the closing date, any of which actions may occur without any prior written or other notice. Funding is not available to support interviewee travel or relocation expenses. The final candidate will be subject to a background investigation with law enforcement agencies.

ADDITIONAL INFORMATION

Overview: The U.S. Court of Appeals, Fifth Judicial Circuit, composed of the states of Texas, Louisiana, and Mississippi, is the second largest circuit in the federal court system. Total judges and judicial support staff number 3,000 circuit-wide.

Benefits: Employees of the Court of Appeals, Fifth Judicial Circuit, are not included in the government's civil service classification. They are, however, entitled to similar benefits as other federal employees. These include:

Paid annual leave

Paid sick leave

Paid holidays

Choice of medical, dental, and vision coverage from a variety of plans

Pre-tax Flexible Spending Accounts (medical and dependent care)

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

Federal Employees Retirement System

Thrift Savings Plan (similar to 401K, with employer matching \$s)

Direct deposit of federal earnings