

# UNITED STATES COURTS, FIFTH JUDICIAL CIRCUIT



Announcement 2025-07

<b>Position Title:</b>	Administrative Coordinator
<b>Location:</b>	Office of the Circuit Executive, U.S. Fifth Judicial Circuit Duty Station in New Orleans, Louisiana
<b>Salary Range/Grade:</b>	Court Personnel System Classification Level 26 (\$53,839 – \$87,482), depending on experience and qualifications.
<b>Closing Date:</b>	<b>Position open until filled.</b> Applications received by Friday, May 2, 2025, will receive priority consideration.

## **Overview:**

The Office of the Circuit Executive for the U.S. Fifth Judicial Circuit is accepting applications for the position of Administrative Coordinator. The Fifth Circuit is composed of the federal courts in Texas, Louisiana, and Mississippi and is the second largest circuit in the federal system. The Circuit Executive's Office provides support services to more than 200 appellate, district, bankruptcy, and magistrate judges within the nine judicial districts of the circuit.

## **Representative Duties:**

This position reports to the Assistant Circuit Executive (ACE) for Conferences and Training and provides support in all areas of meeting and event planning including assisting in organizing and executing a large annual conference. The position also provides clerical support to the ACE and to other executives and professionals as necessary and works in conjunction with budget and human resources departments and other administrative assistants to perform office management and administrative functions. Routine duties include:

## **Conferences and Training:**

- Preparing financial spreadsheets, presentations, reports, letters, memos, and emails
- Proofreading, editing, and processing documents prepared by others
- Reconciling invoices and processing payments in an electronic accounting system
- Arranging travel and coordinating authorizations and reimbursements
- Maintaining conference management websites
- Data entry and copying and scanning documents
- Managing electronic and hard copy filing systems
- Monitoring suspense items

- Answering phones and routing calls
- Coordinating mailings and overnight deliveries
- Assisting with setting up meetings and conferences (may require overnight travel)
- Special projects and other duties as required

**Budget and Procurement:**

- Monitoring UPS and FedEx accounts weekly for outstanding invoices
- Managing the transit and off-site parking programs for employees
- Preparing and submitting the annual lease parking procurement package
- Surveying parking locations in the area and preparing and submitting the annual leased parking procurement package
- Overseeing the bottled water program
- Assisting with month-end closing procedures
- Updating Internal Control Manuals to ensure compliance with national judicial policy
- Maintaining filing systems

**Human Resources:**

- Assisting with fingerprinting and issuing building access and identification cards
- Scheduling, coordinating, and preparing materials for human resources-related events such as new hire orientations, annual benefits open season, and other related activities

**Qualifications:**

The applicant must be a high school graduate or equivalent and have at least two years of general experience, plus a minimum of one year of specialized experience. Specialized experience for this position is progressively responsible clerical or administrative experience that demonstrates the particular knowledge, skills, and abilities to successfully perform the position.

A bachelor's degree from an accredited four-year college or university and three years of experience working directly with executive level management in an administrative support role is preferred. The successful candidate should possess a general knowledge of accounting procedures, personnel management, procurement, and the financial system Judiciary Integrated Financial Management (JIFMS).

**Requirements:**

- Demonstrated computer proficiency, particularly in Adobe Acrobat; Microsoft Excel, Word, Teams, Outlook, and PowerPoint; QuickBooks; and Zoom
- Skill in administrative matters, such as file maintenance, record keeping, database management, and report preparation
- Outstanding customer service and organizational skills
- Ability to collect, organize, and interpret data
- Excellent writing and proofreading skills, with emphasis on accuracy and attention to detail
- Ability to prioritize workloads and effectively manage multiple time-sensitive projects simultaneously
- Strict adherence to procedural requirements and the utmost judgment, discretion, and confidentiality
- Willingness to provide support in various areas when necessary, such as office operations and other administrative tasks as assigned
- Availability to travel, up to 5 nights annually, for the Circuit conference
- Familiarity with meeting planning is desired but not required

**Application Procedure:**

Qualified applicants submit a cover letter, detailed resume, and form AO78 via e-mail (as a **single PDF**) to: [newvacancy@ca5.uscourts.gov](mailto:newvacancy@ca5.uscourts.gov) The **AO78 Federal Judicial Branch Application for Employment can be obtained from the Fifth Circuit's Website, [www.ca5.uscourts.gov](http://www.ca5.uscourts.gov).**

Applications received by Friday, May 2, 2025, will receive priority consideration.

**Information for Applicants:**

- Only qualified applicants who submit complete applications will be considered for this position.
- Applicants must be United States citizens or [otherwise eligible to work in the federal court system](#).
- The court provides reasonable accommodations to applicants with disabilities.
- Funding is not available to support interviewee travel or relocation expenses.
- The selected applicant must provide educational transcripts and may undergo a technical skills evaluation.
- A background investigation, including fingerprint and records check, will be conducted as a condition of employment.
- All employees of the Judiciary are "at will" employees in the excepted service.
- The position is subject to mandatory electronic funds transfer for payment of salary.
- The court reserves the right to modify the conditions of this job announcement, withdraw the job announcement, or fill the position, any of which actions may occur without any prior written or other notice.
- The United States Courts, Fifth Judicial Circuit, is an Equal Opportunity Employer.

**Benefits:**

The [fringe benefits](#) offered to employees of the United States Courts include:

- 13 days paid annual leave per year for the first three years of service
- 20 days paid annual leave per year after three years of service
- 26 days paid annual leave per year after 15 years of service
- 13 days paid sick leave per year
- 11 paid holidays per year, plus Mardi Gras day
- Choice of medical, dental, and vision coverage from a wide variety of plans
- Life, long-term disability, and long-term care insurance options
- Participation in the Federal Employees Retirement System
- Participation in the Thrift Savings Plan (similar to 401(k), with matching up to 5% of pay)
- Pre-tax flexible spending accounts (medical and dependent care)
- Transit/Parking subsidy (subject to the availability of funds)
- Eligible employer for Public Service Loan Forgiveness Program