

UNITED STATES COURTS FIFTH JUDICIAL CIRCUIT



Announcement 2026-02

Position Title:	Clerk of Court
Location:	New Orleans, Louisiana
Salary Grade/Range:	JSP 17-18 (\$199,275 - \$230,842 per annum) depending on experience and qualifications
Closing Date:	Monday, May 11, 2026

Overview:

The Judges of the United States Court of Appeals for the Fifth Circuit invite applications from qualified persons for the position of Clerk of Court. Appointed by the court, the Clerk of Court reports to the Chief Judge through a judge designee and serves as the chief operating officer for the Clerk's Office. Charged by statute with faithfully entering and recording all orders, decrees, judgments, and proceedings of the court, the Clerk manages the flow of cases through the court, maintains court records, and handles other administrative duties as assigned by the court. In support of that mission, the Clerk is also responsible for maintaining automation systems and programs related to electronic case filing and case processing. In addition, the Clerk oversees the bar admission and renewal process and serves as the point of contact for attorneys, litigants, and the public with respect to case-related matters.

The Fifth Circuit is composed of the states of Texas, Louisiana, and Mississippi. Appellate filings originate from those states and federal agencies. The court is the second largest Court of Appeals in the federal system, both in authorized judgeships and case filings. The court has seventeen authorized judgeships and presently seven senior judges.

Representative Duties:

The responsibilities of the Clerk of the Court of Appeals, under the supervision of the court, include but are not limited to the following:

- Overseeing and conducting the business of the court, including case management, records

maintenance, management of court calendars and sittings, statistical reporting, special studies, opinion publication and circulation, and procurement management.

- Establishing and maintaining working relationships with the district courts of the circuit, the practicing Bar, governmental agencies having business before the court, and the Administrative Office of the U.S. Courts.
- As delegated by the court, under local rules, disposing of specified motions filed in cases before the court.
- Interpreting, implementing, and providing guidance on the *Federal Rules of Appellate Procedure* and the court's local rules and internal operating procedures.
- As requested, consulting with and providing recommendations to the court on matters affecting the court's business.
- Participating in planning the annual court budget and forecasting personnel needs.
- Coordinating with other unit executives of the court.

Qualifications:

An applicant must have at a minimum a bachelor's degree in a related field from an accredited college or university. A master's degree, relevant post graduate certification, or a Juris Doctor (J.D.) degree is preferred and may be substituted for up to 2 years of professional experience.

In addition to the above educational requirement, an applicant must have a minimum of 10 years of progressively responsible administrative experience in public service or business that provided a thorough understanding of organizational, procedural, and human aspects in managing an organization. This should be experience where the incumbent has gained a general understanding of court operations and the ability to lead with vision, sustain a high level of organizational excellence, develop and execute strategic plans, articulate management priorities, foster strong and effective working relationships, integrate current and future technologies, and analyze data. The overall experience must also include a minimum of 5 years of progressively responsible, successful, and substantial experience in a supervisory or management role.

Application Procedure:

Qualified candidates should submit a cover letter, resume, salary history, and three professional references, by **Monday, May 11, 2026**, via email (as a single PDF only) to:

court_vacancy@ca5.uscourts.gov

The court anticipates that the Clerk of Court will enter on duty in September 2026 to provide an overlap with the incumbent, who retires at the beginning of October.

Information for Applicants:

Applicants must be U.S. citizens or [meet the requirements under current law](#) for working in the U.S. Funding is not available to support interviewee travel expenses. Positions with the U.S. Courts are excepted service appointments and "at will." The initial appointment is provisional and contingent upon the satisfactory completion of a background investigation. Although not civil service employees, federal court employees share in most of the federal fringe benefit programs, including paid annual

and sick leave, 11 paid federal holidays, health insurance, and life insurance, with optional vision and dental, flexible spending account program, federal retirement, and the Thrift Savings Plan (similar to a 401K plan). Relocation reimbursement may be available in some instances. Direct deposit of pay is required. The court also reserves the right to modify the conditions of this job, withdraw the job announcement, or fill the position, any of which actions may occur without any prior written or other notice.

The Fifth Circuit is an Equal Opportunity Employer.