

# UNITED STATES COURTS FIFTH JUDICIAL CIRCUIT Circuit Library



## Announcement 2026-01-USCA5LIB

<b>Position Title:</b>	<b>Librarian</b>
<b>Position Type:</b>	<b>Full-time, 40 hours per week</b>
<b>Location:</b>	<b>Houston, TX</b>
<b>Salary Grade/Range:</b>	<b>Court Personnel System Classification Level 28 (\$82,554 to \$134,232), depending on experience and qualifications.</b>
<b>Closing Date:</b>	<b>Position open until filled. This application deadline has been extended to Friday, February 6, 2026.</b>

### **OVERVIEW:**

The Office of the Circuit Librarian is accepting applications from qualified applicants for the position of Librarian in Houston, Texas.

The primary mission of the Fifth Circuit Library System is to serve the information needs of all federal judges, chambers staff, and other court personnel throughout the Circuit. The Fifth Circuit Library System consists of the headquarters library in New Orleans and branch libraries throughout Louisiana, Mississippi, and Texas.

In addition to serving the federal courts, the library provides limited services to other federal agencies, state and local courts, the legal community, and the public.

### **REPRESENTATIVE DUTIES:**

- Performs legal and non-legal research and reference services for judges, their staff, and other court personnel throughout the Fifth Circuit.
- Develops, coordinates, and conducts library user training and orientation programs throughout the Circuit.
- Assists with password management for court users of Lexis and Westlaw around

the Circuit.

- Leads Houston Branch library services for internal and external patrons.
- Provides professional library consultation services to judges and other court units.
- Assists with collection development, acquisitions, and inventory control activities for the library and chambers.
- Utilizes integrated library system to manage acquisitions, perform serial control, and prepare management reports.
- Assists members of the bar and the public locating resources in the library collection.
- Other duties as assigned.

#### **REQUIRED QUALIFICATIONS:**

- M.L.S. degree or equivalent from an ALA-accredited Library school.
- One year law library experience.
- Proven record of legal research excellence across all areas of law and all legal research products.
- Excellent customer service skills, a professional demeanor, and a demonstrated ability to work as part of a team.
- Ability to travel as needed.

#### **PREFERRED SKILLS:**

- Five years law library experience.
- Ability to prioritize demands from multiple judges and/or court staff.
- Skill in the use of Windows-based personal computers and MS Office applications software.
- Skill in the development of web-based delivery systems for information services.
- Aptitude for performing functions requiring a high degree of accuracy and careful attention to detail.
- Experience working with people at all levels; effective oral and written communication skills.
- Ability to handle occasional moderate to heavy physical activity.

#### **APPLICATION PROCESS:**

Qualified applicants should submit a cover letter, résumé, and form AO 78 via email (as a **single PDF**) to: [libraryvacancy@ca5.uscourts.gov](mailto:libraryvacancy@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).***

Please include the Position Announcement # and Position Title in the Subject line of the email. Save your document in the following format: Last Name, First Name. **Failure to follow directions and/or submit a complete packet may disqualify you from consideration.**

**Information for Applicants:**

- Only qualified applicants who submit complete applications will be considered for this position.
- Applicants must be United States citizens or [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 copies of educational transcripts, diplomas, and professional certifications.
- The selected candidate must successfully complete a background investigation, including fingerprint and records check.
- 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.
- 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 (401k), with matching up to 5% of pay.
- Pre-tax flexible spending accounts (medical and dependent care).
- Transit subsidy (subject to the availability of funds).
- Eligible employer for Public Service Loan Forgiveness Program.